**Email Template: Tax Waiver needs to be attached.**

Thank you for notifying us you would like to defer the employee portion of Social Security taxes in accordance with the [Presidential Memorandum](https://www.irs.gov/newsroom/guidance-issued-to-implement-presidential-memorandum-deferring-certain-employee-social-security-tax-withholding).

Any employees that you have elected to defer will no longer have the social security portion of their federal taxes withheld or remitted to the IRS through December 31, 2020.

We will begin withholding the taxes from the employees in January 2021 to ensure timely payments are made no later than April 30, 2021. Please be sure to review our Help & How-To Center for the latest updates and continued IRS guidance regarding these changes.

If you have determined this is how you would like to proceed, please complete the following items:

1. **Fill out the grid below to reflect which employees should be deferred.**
2. **Sign and return the attached Tax Waiver. You can return this document via email or upload a signed copy to your secure File Exchange.**

|  |  |
| --- | --- |
| **Employee ID**  (assigned in myPay Solutions Direct) | **Employee First and Last Name** |
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Please let me know if you have any additional questions. We look forward to your continued partnership with myPay Solutions.

Warm regards,