File No.

Creditor:

Creditor Reference No.

Amount Due: «Actual\_Total\_Jmt\_NonJmt\_Owing»

This is to advise you that Paychex, Inc. (“Paychex”) assigned your account to our firm to resolve the unpaid «Actual\_Total\_Jmt\_NonJmt\_Owing» balance owed.

Please contact our office by if your records indicate that you previously sent payment, you need additional information, or you dispute the amount due. Specifically, if you previously sent payment, please call me to provide the payment method, payment date, payment amount, and the check number or last four digits of the credit card number.

Please note that Paychex put your account on a ‘Hold Status’ and Paychex will not remove the hold status until the balance is paid. While your Paychex account has a hold status, Paychex will not provide any additional and/or new reporting, data, or services, including Year-End Reports, employee W-2’s, etc.

To satisfy the «Actual\_Total\_Jmt\_NonJmt\_Owing» balance, send payment in any of these methods:

1. Mail – draft a check payable to Paychex with file number «Account\_Number» on the memo line and mail the check to our office at the address below
2. Online\* – pay with check or credit card with our processor: [**https://www.afm-usa.com/payment**](https://www.afm-usa.com/payment)
3. Phone\* – pay with check or credit card by contacting our office at **(847) 259-4700**.

\*A convenience fee will be assessed for both check or credit card payments made online or by phone.

Lastly, if you are experiencing financial hardship, please contact us to disclose your situation and Paychex will work with you to reach a resolution that is manageable for you. Please note that all communications and payments must now be directed to our office.

Thank you,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

P.O. Box 735633, Chicago, IL 60673-5633

P: (847) 259-4700 | F: (847) 259-9434

«X1095\_COLLECTOR\_EMAIL\_CUSTOM»

This is an attempt to collect a debt by a debt collector. Any information obtained will be used for that purpose.