

CCS Software

Payroll Deduction Instruction Letter

October 28, 2003

THE XYZ COMPANY
123 WINDING ROAD
LITTLETOWN, TEXAS, 78654

Enclosed you will find the reports for the below stated pay period. Please deduct the amount shown below from your checkbook, or deposit this amount in your payroll account before the check dates. If you have any questions please contact us as soon as possible.

CCS Software

PAYROLL

Pay Period End Date:	1/14/2001
Pay Period Check Date:	1/17/2001

Total Disbursed:	Check Number	8472 to	8499	<u>\$16,582.39</u>
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EFTPS/ACH:	<u>0.00</u>
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Please reduce your checkbook balance by:	<u>16,582.39</u>
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Special Notes: