

Company Contact Information Changes & Authorization

Company Name _____ (Required)

DBA (If Any) _____

Company ID _____ (Required) Security Code _____ (Required)

_____ authorizes Fastpay Payroll Services to release payroll information to the following persons: _____

Pickup Authorization Only _____ Yes _____ No

New Company Phone Info _____ New Company Fax Info _____

New Primary Contact Information _____ Email Address _____

New Phone Information _____ New Fax Information _____

New Cell Phone Number _____

Additional Contact Information _____ Email Address _____

Additional Phone Information _____ Addt'l Fax Information _____

New Cell Phone Number _____

Add to Contact Notification _____ Yes _____ No

Please remove following contact(s) information:

Effective Date: _____

Authorized Signature: _____ Print Name: _____

FP USE ONLY

Company Elected Services
(X all that apply)

_____ Fax In

_____ FPE2

_____ M3 _____ # of Users

_____ Shugo

_____ SS ACA

_____ SwipeClock

_____ Constant Contact

_____ HR AnswerLink

_____ Requested By _____ DATE

_____ Completed By _____ DATE

_____ Audited By _____ DATE

CSR- Service Changes
(A-added, R-removed)

_____ N/A Fax In

_____ FPE2

_____ M3

_____ AUD Shugo

_____ AUD SS ACA

_____ SwipeClock

_____ AUD Constant Contact

_____ AUD HR AnswerLink

_____ Demographics

_____ Notes - Contacts/Notify

_____ SB Info - Contacts/Delivery

_____ Saved to T: or Orig to Auditor

_____ Training Needed?

_____ Ticket Created on TeamWeb?

_____ Create Ticket to IT for Citrix Update (Email)?

AUDITOR -Service Changes
(A-added, R-removed)

_____ N/A Fax In

_____ FPE2

_____ M3

_____ Shugo

_____ SS ACA

_____ SwipeClock

_____ Constant Contact

_____ HR AnswerLink

_____ Demographics

_____ Notes - Contacts/Notify

_____ SB Info -Contacts/Delivery

_____ Packout Informed for FedEx