

## 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
- \_\_\_\_\_ AUD 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?

**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