**PAY**DATA™
WORKFORCE SOLUTIONS

# CLIENT CONTACT CHANGE FORM

DATE: _____ CO#: _____ COMPANY NAME: _____

Total Contacts for the Company: _____ PLEASE INCLUDE **ALL** CONTACT(S) FOR YOUR COMPANY

**Authorization Level: (Check all that apply)**

| **CONTACTS:** | *Employee Information* | *Company Information* | *Assign Software User Rights* |
|---|---|---|---|
| **Company Owner/Executive***:* | | | |
| _____ _____ <br> Full Name | Full w/ Rates | Full | Yes |
| _____ <br> Title | Full w/o Rates | Inquiry only | |
| Phone: _____ Ext: _____ e-mail: _____ | None | None | |
| Alt Phone : _____ Fax: _____ | | | |
| **Primary Payroll Contact:** | | | |
| _____ _____ <br> Full Name | Full w/ Rates | Full | Yes |
| _____ <br> Title / Position and Relationship to Business | Full w/o Rates | Inquiry only | No |
| Phone: _____ Ext: _____ e-mail: _____ | None | None | |
| Alt Phone : _____ Fax: _____ | | | |
| **Secondary Payroll Contact:** | | | |
| _____ _____ <br> Full Name | Full w/ Rates | Full | N/A |
| _____ <br> Title / Position and Relationship to Business | Full w/o Rates | Inquiry only | |
| Phone: _____ Ext: _____ e-mail: _____ | None | None | |
| **HR Contact: (Applicable only w/ HR Premium Package)** | | | |
| _____ <br> Full Name | Full w/ Rates | Full | N/A |
| _____ <br> Title / Position and Relationship to Business | Full w/o Rates | Inquiry only | |
| Phone: _____ Ext: _____ e-mail: _____ | None | None | |

**REMOVE CONTACTS**          **Inactivate Logins:   Evolution Remote            evoClock**

Name: _____ Effective: _____ User ID: _____   _____

_____   _____   _____
**Client Signature – Current Contact**                  **Title**                                                                 **Date**