



COMPANY CHANGE FORM – DBDT/ Labor Distribution

Client Number: _____ Client Name: _____
Company Number: _____ Company Name: _____
Date Requested: _____ Change Effective Date: _____
(Please note: For proper audit PayData requires advance notice for company changes)

Notes or special instructions: _____

New / Change: Division Branch Department Team

Code: _____ Description: _____

Adding to Current:
 Division(s): _____
 Branch(es): _____
 Department(s): _____
 Team(s): _____

Default Rate _____
 Default Workers Comp Code _____
 General Ledger number _____

Adding to Time clock and import function: Yes No
 Contact Security Restrictions (if any): _____

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Adding to Current:
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 Branch(es): _____
 Department(s): _____
 Team(s): _____

Default Rate _____
 Default Workers Comp Code _____
 General Ledger number _____

Adding to Time clock and import function: Yes No
 Contact Security Restrictions (if any): _____

I agree to and authorize PAYDATA to make the above changes to our company set up.
 Authorized client representative: _____ Title: _____
Signature: _____ **Date:** _____

<i>For PayData use only:</i>	Requestor: _____	CSR Rep: _____	Date Requested: _____
Route form to all Departments for Review		Priority:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
1 CSR	_____	Date Completed:	_____
2 CSR MGR	_____	Date Completed:	_____
3 CONVERSIONS	_____	Date Completed:	_____
4 CONV AUDIT:	_____	Date Completed:	_____
5 FINANCE	_____	Date Completed:	_____

The individual signing this document on behalf of a corporate party warrants that he or she has full authority to sign this document. Company acknowledges that receipt by PayData of a copy of the Agreement, by facsimile, shall constitute the legal equivalent, for all purposes, of receipt of an original Agreement. Company also acknowledges that PayData may require the use of an electronic signature procedure as an alternative method to obtain the execution of the Agreement of Company. Company agrees that the Agreement shall not be denied legal effect, validity or enforceability solely because an electronic signature or electronic record was used in its formation. Company agrees that PayData shall be entitled to rely on said facsimile Agreement, or said electronic signature, and further agrees to hold PayData harmless and indemnify PayData from any and all claims, injuries and damages, of any nature incurred or suffered by PayData as a result of its reliance upon said facsimile transmission or said electronic signature. This Agreement shall be construed and governed under the laws of Vermont