



Company Change Form
New York Paid Family Leave Deduction Setup Form

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: _____

Indicate Type of Change (New / Change):

Code (PayData will assign) Code Type: _____ DN _____ Description: NY PFL

Auto create on all new hires? If yes , this will automatically add all of your new employees upon new hire.
If no, , client is responsible for adding to the employees' scheduled deductions.

Will employer pay a portion of this deduction/? Yes No If yes, what percentage? _____

Employee Deduction G/L # _____

Add to Custom or Report Writer Report(s): Yes No

If yes, please specify all custom reports to be reviewed. _____

For more information, visit: <https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-how-it-works>

I agree to and authorize PAYDATA to make the above changes to our company set up.

Authorized client representative: _____ **Title:** _____

Signature: _____ **Date:** _____

For PayData use only: Requestor: _____ CSR Rep: _____ Date Requested: _____

Route form to all Departments for Review

1-CUST SVC: _____

2-CSR MGR: _____

FINANCE: _____

Priority: High Medium Low

Date Completed: _____

Date Completed: _____

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