

COMPANY CHANGE FORM – State Set-up

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)

Name to use on Tax Returns: New Change Legal Primary DBA

State Name _____ STATE ID = to FEIN _____
 SUI Name _____ Local Name _____ Deposit Freq _____
 Business Reg. Sent _____ Emailed _____ FAXED _____ W/H Deposit Freq _____
 State to be used for Both W/H and Unemployment? Yes No State to be used for Reciprocal Tax only _____

Does this new state affect employees previously paid - Do wages need to be moved to new state? Yes / No
 Employee # _____ Employee Name _____
 Employee # _____ Employee Name _____

Inactivate State _____ Local _____ SUI _____

General Ledger: State GL# _____ Local GL# _____ Sui GL# _____
 General Ledger: (complete GL set up form)
 New State\Local\Sui - _____ Business Reg. Sent _____ Review all specially taxed EDs ___ Inactivate State \ Local \ Sui _____

Notes or Other: _____

Is client being billed for changes? Yes No If yes, amount per pay period \$ _____ Flat amount \$ _____

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 Priority: High Medium Low
 1 -TAX: _____ Date Completed: _____
 2 -FINANCE: _____ Date Completed: _____
 3 -CSR MGR: _____ 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