

PayData use Only:

TOA Flag Flipped – Yes / No.

Report(s) Set-up: Yes / No

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

Setup New Earning/Deduction Code

Indicate Type of Change (New / Change):

Code: _____ Code Type: _____ Description: _____

Special Taxation (Federal, State or Local): _____

Override W2 Box: _____ Override Rate/Calculation: _____ Annual Limit: _____

Add to ED Group: _____

General Ledger Number: _____ Add to Input Worksheet or E-Sheet: Yes No

Agency check: Yes No Payable to: _____

Add to Time clock and import function: Yes No

Add to Custom or Report Writer Report: Yes No Please specify all custom reports to be reviewed. _____

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Add to Custom or Report Writer Rep Yes No Please specify all custom reports to be reviewed. _____

For PayData use only: Requestor: _____

CSR Rep: _____

Date Requested: _____

Route form to all Departments for Review

Priority: High Medium Low

1 -CUST SVC: _____

Date Completed: _____

2 -CSR MGR: _____

Date Completed: _____

3 -CONVERSION: _____

Date Completed: _____

4 -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
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