

# Fastpay Payroll Services

■ The Latest in Online Payroll Technology!

## Company Contact Information Changes & Authorization

Company Name \_\_\_\_\_(Required)

DBA (If Any) \_\_\_\_\_

Company ID \_\_\_\_\_(Required)

Company Password \_\_\_\_\_(Required)

\_\_\_\_\_ authorizes Fastpay Payroll Services to release payroll information to the following persons:

\_\_\_\_\_

New Primary Contact Information \_\_\_\_\_

New Fax Information \_\_\_\_\_

Please remove following contact information:

\_\_\_\_\_

Effective Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Fastpay Use Only

Company Demographics Updated:  Portal Email Updated:

Remote Entry? Y N

If Y, Training needed for new contact? Y N

Assigned to Trainer on Teamwebsite? Y N

Requested by:	Completed by:	Date:	Audited by:	Date:
_____	_____	_____	_____	_____