

# 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 \_\_\_\_\_ Email Address \_\_\_\_\_

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

Please remove following contact information:

\_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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:

\_\_\_\_\_