

6425 Old Plank Road, Suite 111
High Point, NC 27265
[tel] 336-885-5056
[fax] 336-885-5080
www.PayrollSolutions.com

ADD CHANGE TERMINATE (CHECK ONE)

Client Name: _____ **Client ID:** _____

Number (optional): _____

SSN or Federal ID: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Department (optional): _____

Email Address: _____

Date of Birth: _____

Date of Contract: _____

Gender: **Male** **Female**

Pay Rate: _____

**Effective date
of change or termination:** _____

Authorized Signature: _____ **Date:** _____