



PAYROLL

# Employee Change Form

Date \_\_\_\_\_ Client Name \_\_\_\_\_ Client # \_\_\_\_\_

## Employee Information

Employee ID \_\_\_\_\_ Employee Name \_\_\_\_\_

Check all that apply

- Name change \_\_\_\_\_
- Address change \_\_\_\_\_  
\_\_\_\_\_
- Department add \_\_\_\_\_
- Department change  
From \_\_\_\_\_ To \_\_\_\_\_
- Pay Rate change \$ \_\_\_\_\_ per hour per year
- Tax withholding change – Submit new W-4 form
- Deduction add  
Deduction \_\_\_\_\_ Amount/percent \_\_\_\_\_  
Deduction \_\_\_\_\_ Amount/percent \_\_\_\_\_
- Deduction change  
Deduction \_\_\_\_\_ New amount/percent \_\_\_\_\_

*Note: Direct Deposit changes must be submitted on the Employee Direct Deposit Authorization form.*

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Entered by \_\_\_\_\_ Date \_\_\_\_\_

Scanned by \_\_\_\_\_ Date \_\_\_\_\_