



Authorized Payroll Contacts

In an effort to ensure the confidentiality of your Company Information we require that you maintain a list of authorized contacts on file with us. The table below is the list of contacts that we require to be on file. The same person can be populated in multiple spaces, however we require we have at least 2 different contacts, in the event one is unavailable. The Primary & Business Contacts are the only contacts authorized to update this list.

Legal Business Name: _____ Client Number: _____

Type of Business: _____ NAICS Code: _____

Business Structure: Sole Proprietor Partnership Corporation (C or S) Limited Liability
(Check One)

Owner(s): _____

Primary - Can provide direction in any area AND update other contacts	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Payroll - Provide direction related to payroll matters	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Human Resources - Provides direction related to HR matters	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Administrative - Billing & Accounting contact	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Taxes - Primary Tax contact	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Technical - Help/Support contact	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Business - Sales/Marketing contact and update other contacts	Title _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____
Outside Accounting Firm -	Firm Name _____	Name _____
	Work Phone No. _____ Cell Phone No. _____	Email _____

Signature: _____

Name/Title _____ Date: _____

Please Return the Completed Form to your Client Service Representative