



**Employer Information**

Client Number: \_\_\_\_\_ Client Name: \_\_\_\_\_

**Type of Change**

Mailing Address/Phone Number	Legal Name of Company
Physical Address/Phone Number	Add DBA
Adding Worker's Comp Code	Change DBA
Adding Section 125 Plan	Adding Div/Dept

**Mailing Address/Phone**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Address/Phone**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Company Name Change**

Original Name: \_\_\_\_\_

New Legal Name: \_\_\_\_\_

**DBA Name Add/Change**

Original DBA Name: \_\_\_\_\_

New DBA Name: \_\_\_\_\_

**Worker's Comp Code**

New Code Number: \_\_\_\_\_ New Code Number: \_\_\_\_\_

Job Description: \_\_\_\_\_ Job Description: \_\_\_\_\_

**Division/Department**

New Division: \_\_\_\_\_ New Department: \_\_\_\_\_

New Division: \_\_\_\_\_ New Department: \_\_\_\_\_

**Section 125**

Type of Deduction: \_\_\_\_\_ Pre-tax? YES NO

Type of Deduction: \_\_\_\_\_ Pre-tax? YES NO

**Payroll Account Change**

Attach voided check for new account \_\_\_\_\_ Effective date for new account \_\_\_\_\_

**Owner/Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_