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Bradenton, FL 34209
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PAYROLL CHANGE REQUEST

In order for Howard Leasing Inc. to process any payroll changes, this form must be fully completed, signed by an authorized representative of your business, and received by Howard Leasing Inc. Payroll Department before payroll hours are reported. To make any changes to employee information, the employee must submit a new W-4. If you have any questions about completing this form, please contact your payroll coordinator. ALL CHANGES ARE SUBJECT TO APPROVAL BY HOWARD LEASING INC.

PAYROLL CHANGE REQUEST APPLIES TO:

Employee Name: _____ SSN: _____

Effective Date of Change: _____

TYPE OF CHANGE (Check all applicable boxes):

Employee Information:

Name Change: _____ (provide supporting documentation)

New Address _____

New Phone Number: _____

Social Security Number Correction: _____

Compensation: Current Wage Rate/Salary: \$ _____ per _____
New Wage Rate/Salary: \$ _____ per _____

Location/Department: From Location/Dept # _____ to Location/Dept. # _____

Workers' Compensation Code (Requires approval from Risk Management):

Current Code: _____ State: _____ Job Description: _____

New Code: _____ State: _____ Job Description: _____

Is Change Permanent? Yes No

Explain reason for Change: _____

Other Change: _____

SUBMITTED BY:

CLIENT COMPANY: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____ SIGNATURE: _____

Fax this form to your payroll representative at your processing center