

Change Request Form

Today's Date: _____ Effective as Of: _____

CSR: _____ Contact Name: _____

Client # and Name: _____ Contact Phone: _____

Email Address: _____ Contact Fax: _____

PRIORITY: High (affects the current payroll) Medium Low

Why is this change required? _____

Details: _____

Tax Change	Setup Change	Setup Change cont.	Report/Access Change
<input type="checkbox"/> T-1 New State (\$50) setup; \$4 per Payroll)	<input type="checkbox"/> S-1 Executive Contact	<input type="checkbox"/> S-12 Bank Account* (\$50)	<input type="checkbox"/> RA-1 Additional Reports (\$5 per PR; ≥ 4 reports \$20/PR report reprint (\$5) -Entire report set reprint (\$25)
<input type="checkbox"/> T-2 Tax ID #	<input type="checkbox"/> S-2 Payroll Contact	<input type="checkbox"/> S-13 Direct Deposit* (\$50) setup; \$6 per pay; \$0.20 per item)	<input type="checkbox"/> RA-2 Custom Report provide outline (\$75 an hr)
<input type="checkbox"/> T-3 Tax ID / Conversion (spinoff) (\$200 setup up to 25 EE's; \$0.50 per additional EE)	<input type="checkbox"/> S-3 Address/Phone #	<input type="checkbox"/> S-14 Earnings Setup* (Calculations \$50 an hr min 15.00)	<input type="checkbox"/> RA-3GL Report and/or ASCII (quote at setup, billed per payroll)
<input type="checkbox"/> T-4 New Local (\$50 setup; \$4 per PR per locality) Retroactive taxation (\$75 an hour w/ minimum of \$25)	<input type="checkbox"/> S-4 Schedule	<input type="checkbox"/> S-15 Deductions Setup* (calculations \$50 an hr min 15.00)	<input type="checkbox"/> RA-4 Auto Labor Dist (\$15 per PR)
	<input type="checkbox"/> S-5 Payroll Frequency (quote)	<input type="checkbox"/> S-16 Dept/Labor Setup* (quote based upon # of allocations)	<input type="checkbox"/> RA-5 E-sheets
	<input type="checkbox"/> S-6 Delivery Method (quote)	<input type="checkbox"/> S-17 Certified Setup* (\$75/hr; plus \$25 1 st job; \$2.50 addl.)	<input type="checkbox"/> RA-6 Remote User Access to Evolution (\$30 per PC user more than 1 setup)
	<input type="checkbox"/> S-7 Billing	<input type="checkbox"/> S-18 GL Setup/ Change* (\$75 an hr)	<input type="checkbox"/> RA-7 HR Module Access (up to 50 EEs = \$150 annual; \$65.00 per month OR greater than 50 EEs = \$150 annual; \$105.00 per month) OR greater than 150 EEs = \$150 annual; \$1.00 per ee/month
	<input type="checkbox"/> S-8 PTO Employee Implementation Requires written policy* (\$100 setup up to 25 EEs; \$1.00 per additional EE keyed)	<input type="checkbox"/> S-19 401k Match Setup (\$25 - \$150 quoted based on complexity \$3 per PR)	
	<input type="checkbox"/> S-9 PTO Policy Setup Requires written policy* (\$25-\$75 quoted per PTO type by complexity)	<input type="checkbox"/> S-20 401k Setup (\$100 setup 25 EEs; \$1 per additional EE)	
	<input type="checkbox"/> S-10 Signature Change (\$50)	<input type="checkbox"/> S-21 401k Setup Change requires written plan (\$75/hour w/minimum of \$25)	
	<input type="checkbox"/> S-11 Court Orders 10.00 setup Regular cost per ck	<input type="checkbox"/> S-22 401k Census Report Provide outline (\$75 an hr) 50.00 per run	

Client Signature

Date

<i>Internal Use Only</i>	DATE	Initials	AUDIT DATE	Initials
Tax Manager				
Client Service Manager				