



Please return with any adjustments that you require for your payroll.

Payroll Information Adjustment Request Form

Type of Adjustment(s) Requested:

(Master File / Payroll Information / Employee Data, etc.)

Company: _____

Change Requested by: _____ Date: _____

Deadline for Change: _____ Apply to Pay Period # _____

Authorized by: _____

Notes:

Change Made By: _____ Date: _____

OTHER INFORMATION:

(Will this adjustment affect the current payroll / will it incur a re-run fee and if so, when will it be added.)

INITIAL WHEN CUSTOMER CASE IS ADDED TO MAXIMIZER ()
Rev. June 2010