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Payee Set Up/Change Form (Pay & File Clients only)

Employer / Client _____	Client # _____	Date _____	<input type="checkbox"/> New <input type="checkbox"/> Change
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List the Payees necessary for your payroll taxes and deductions. Download additional pages as needed.

Payee Name _____

Type of Payment: .pdf Check* CheckMark Check* Web Payment**

* Voided check required

** Website and login information required

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Reference ID# _____ Type of Payment _____

**Website _____

**Login Name _____ **Password _____

Payee Name _____

Type of Payment: .pdf Check* CheckMark Check* Web Payment***

* Voided check required

** Website and login information required

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Reference ID# _____ Type of Payment _____

**Website _____

**Login Name _____ **Password _____