



Payroll Correction Fax

NOTE: CORRECTIONS FOR FEDERAL EXPRESS PAYROLLS MUST BE RECEIVED BY OUR OFFICE BY 2:30 P.M. ANY CORRECTIONS RECEIVED AFTER THE 2:30 P.M. DEADLINE WILL BE PROCESSED THE NEXT BUSINESS DAY

Attn: _____ Date: _____

Client Co: _____ From: _____

Please make the following correction for:

Name: _____ Social Security Number: _____

Description of correction needed:

Approved By: _____ Title: _____

(FOR OFFICE USE ONLY)

Client Co: _____ Date/Time Received: _____

Corrected By: _____ Date/Time: _____