



**PaySmart**

PAYROLL SERVICES

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### Employee Change Form

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

#### PAY RATE CHANGE

**Old Rate**

Hourly Rate: \_\_\_\_\_ Salary Amount: \_\_\_\_\_ (per pay) \_\_\_\_\_ (Annual)

**New Rate**

Hourly Rate: \_\_\_\_\_ Salary Amount: \_\_\_\_\_ (per pay) \_\_\_\_\_ (Annual)

**Effective Check Date** \_\_\_\_\_ (Please include pay period dates)

From: \_\_\_\_\_ To: \_\_\_\_\_

**Pro-Rate Pay** (partial pay at old rate & partial pay at new rate). (Please include dates)

**Old Rate** From: \_\_\_\_\_ To: \_\_\_\_\_

**New Rate** From: \_\_\_\_\_ To: \_\_\_\_\_

Additional Info: \_\_\_\_\_

#### ADDRESS CHANGE

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### BANK CHANGE (Please submit new Kotapay form & voided check)

#### WITHHOLDING CHANGE (Please submit new W-4 form)

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_