



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

**Payroll / HR:** Employee Changes For PaySouth Payroll

Please print with Clear, **Dark Ink** and Fax to: **843-946-9788**

*Date Sent:* \_\_\_\_\_ *# Pages* \_\_\_\_ *By:* \_\_\_\_\_

**NAME:** \_\_\_\_\_

**Card Change:** OLD # \_\_\_\_\_ NEW # \_\_\_\_\_

**Rate Change:** From \$ \_\_\_\_\_ To \$ \_\_\_\_\_

**Effective Date:** \_\_\_\_\_ **Termination Date:** \_\_\_\_\_

**Loan Amount:** \_\_\_\_\_ **Deduct Weekly:** \$ \_\_\_\_\_

**Start New Loan Repay**       **Add to Existing Loan**

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PaySouth Payroll Office Use Only:**

**Change Entered:**      **Date:** \_\_\_\_\_

**Entered By:** \_\_\_\_\_