

PAYROLL DATA SUBMISSION FORM

PROFESSIONAL EMPLOYER BENEFITS

Fax (801) 235-9993
Email: PEBpayroll@gmail.com

Voice 801-235-9991
Website:PEBpayroll.com

Client Name	
Pay period ending date	
Today's Date	
Date Paychecks are needed (24 hours assumed unless indicated)	
Notify me when checks are ready by:	Fax _____ Email _____ Voice _____
Email address or phone number	
Deliver checks to me by:	Direct Deposit ___ Mail ___ I will pick checks up _____
Adjust the following employee's pay rate:	
Terminate the following employee:	
Reason for termination	
Special Instructions	

PAYROLL DATA

Names of Employees <small>in alphabetical order by first name</small>	Regular Hours	Overtime Hours	Salary		
Totals					

THANK YOU FOR REMEMBERING...

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| 1. Standard turnaround time for payroll processing is 24 hours. "Rush" processing is subject to a \$15 fee |
| 2. For the sake of "audit trail".. we prefer to receive payroll information by fax or email |
| 3. For "direct deposit" clients, the client debit or payment should be one day prior to the date of the deposits |
| 4. Employee documentation must be received by PEB before a paycheck can be issued |