

Client E-Mail Form

3/18/2009

I, the undersigned, would like my electronic reports sent via e-mail from Payville USA to the following e-mail address(es):

1st Recipient's E-Mail Address (person@domain.com)

2nd Recipient's E-Mail Address (person@domain.com)

I, the undersigned, would like the employee's pay stubs sent via e-mail using the e-mail addresses that I will provide. I understand that new e-mail addresses MUST be supplied to Payville USA on a timely basis. I understand that Payville USA is not responsible for maintaining changes to your email addresses. Requests to send or resend e-stubs may incur additional fees.

If I have all of my reports sent via e-mail and I utilize the e-stub service, then all new employees MUST be added to the system with valid e-mail addresses. If a new employee is added without an e-mail address, then paper stub(s) will be printed and delivery charges may occur.

The individual whose name appears below warrants that he or she possesses the full power and authority to execute this form. I acknowledge that if I wish to terminate access for any above named person, it is my responsibility to provide written notice to Payville USA to this effect.

Authorized Agent PRINTED Name

Title

Authorized Agent Signature

Date

***** FOR PAYVILLE USE ONLY *****

Date Sent Report Previewer Instructions _____

Payville USA employee who sent
Report Previewer Instructions _____