Add, Remove or Edit Existing Contacts

Submitted by Title

Phone Email

Company Name

Company ID

Complete the appropriate section(s) below, then **sign and return to** service@paylocity.com **.** To verify current set up navigate to **HR & Payroll > Configuration > Client Setup > Contacts > View All** Refer to **PCTY-24059** for more information regarding adding or removing authorized contacts.

Refer to **PCTY-24058** for a description of Contact Types (Primary, ACH, etc.)

Please note: there can only be one **Primary** and one **Quarterly** contact

ADD NEW CONTACT

Name Title Bookkeeper

Phone Email

Contact Type

Primary	ACH	Delivery	Quarterly	Wire	Decision Maker
☑	☑	☑	☑	☑	☐

Name Title

Phone Email

Contact Type

Primary	ACH	Delivery	Quarterly	Wire	Decision Maker
☐	☐	☐	☐	☐	☐

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Add, Remove or Edit Existing Contacts

REMOVE CONTACT

Please indicate a replacement contact if applicable

DEACTIVATED CONTACT NAME	CONTACT TYPE	REPLACEMENT CONTACT NAME	CONTACT TYPE

EDIT EXISTING CONTACT

NAME	REMOVE CONTACT TYPES	ADD CONTACT TYPES

SIGNATURE

Effective Date

Please note: If you would like to give new contact access to HR & Payroll / Time & Labor, you will go to **User Access > User Accounts** and change their **Security Group**, and or **Add Non-Employee**.

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