



Our dealership is requesting a change in the print setup for our Payroll checks. Our client number is _____.

Please also make the above changes for the following client numbers (if applicable): _____, _____,
_____, _____, _____, _____, _____.

Please change our system to:

- _____ Print the SSN on paycheck stub
- _____ Suppress print of the SSN on paycheck stub*

Payroll cycle number currently open to change the paycheck stub: _____.

* I understand the SSN can be a way to distinguish employees with similar names or provide positive identification for third parties if the employee wishes to present their check stub as proof of employment.

Signature _____ **Date** _____

Name (Please Print) _____ **Title** _____

Dealership Name _____

Please fax the completed form to (979) 690-5815.

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