



## Request for Payroll Adjustment/Amendment

Thank you for contacting us to request processing of a Back Dated Payroll. In order for Paylocity to ensure the timely deposits of taxes, payrolls must be submitted for processing before 4:00pm CST one business day before the date on the paycheck.

***Since a late processing could result in late tax deposits, signing this form acknowledges that any penalty or interest related to the submission of a same date or back dated payroll is your responsibility and this document absolves Paylocity of this liability.*** Unless the form is received before 4:00pm CST, the date on the payroll will be changed to the next business day.

Your business is important to us and we are pleased to offer this service to our customers. As always, should any penalty or interest accessed be the fault of Paylocity, we will take full responsibility for the liability.

Company Code \_\_\_\_\_ Customer Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Please complete the form above and send it to [Service@Paylocity.com](mailto:Service@Paylocity.com) no later than 4:00pm, the day the payroll is submitted for processing.