



Dear Paylocity Tax Department:

I will be reporting an addition or late change to the payroll check date shown below. I understand that this late reporting may cause adverse tax implications and as a result, a tax penalty may be incurred. I will not hold Paylocity responsible for any interest or late payment penalties assessed as a result of this late reporting.

Check Date ____/____/____

Date Reporting Change ____/____/____

Client ID _____ **Client Name** _____

(Signature)

____/____/____
(Date)

(Name)

(Title)

