



HR | Payroll | Benefits | Insurance

Paychex PEO Channel Partner Information Change Authorization Form

I hereby authorize the following changes to my information by Oasis Outsourcing, LLC ("Oasis") as indicated below. I understand that it is my responsibility to notify Oasis of any change at least one week in advance.

(Email completed form and any required documentation to: PEO_ChannelPartners@paychex.com)

Current Information:

CP Legal Name*

Accounts Payable Name*

Accounts Payable Email*

Business Address

Payment Address

Change Request (check all that apply):

- CP Legal Name
 Accounts Payable Name
 Accounts Payable Email
 Business Address
 Payment Address

Reason for the Change:

New Information (change to):

CP Legal Name

Accounts Payable Name

Accounts Payable Email

Business Address

Payment Address

Required Documentation - All changes require submission of legal documentation which may include but is not limited to:

- W-9
- Letter on Company Letterhead
- Proof of Sale or Acquisition
- IRS Document (Entity Verification)
- Marriage Certificate

Print Name

Signature

Date

(Internal Use Only)