



**YES! I AM INTERESTED IN RECEIVING 2015 EMPLOYEE WTPA NOTICES**

**Company Name:** \_\_\_\_\_  
**Service Center:** \_\_\_\_\_  
**Company Code(s):** \_\_\_\_\_  
**Person Requesting:** \_\_\_\_\_

Preferred Sort Option (Select One)  File Number  Name  Name within Home Department

- Standard offering:
- 1-25 employees \$350 includes employee notice fee and delivery fee
  - 26-50 employees \$450 includes employee notice fee and delivery fee
  - 51-75 employees \$550 includes employee notice fee and delivery fee
  - 76-100 employees \$650 includes employee notice fee and delivery fee
  - 100+ employees \$950 includes employee notice fee and delivery fee

Additional Options:  Additional set of wage notices - \$250 for all employees

**THE LISTED DETAILS WILL BE EXTRACTED FROM YOUR CURRENT PAY STATEMENTS AND QUARTERLY TAX VERIFICATION LETTER UNLESS CHANGES ARE REQUESTED BELOW:**

Company Physical Address **\*ONLY IF DIFFERENT FROM PAY STATEMENT\***

**Street Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_

Company Mailing Address **\*ONLY IF DIFFERENT FROM PHYSICAL ADDRESS\***

**Street Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_

Company "Doing Business As" Name **\*ONLY IF DIFFERENT FROM QUARTERLY TAX VERIFICATION LETTER\***

**DBA Name:** \_\_\_\_\_

Company Phone Number **\*ONLY IF DIFFERENT FROM QUARTERLY TAX VERIFICATION LETTER\***

**Phone Number:** \_\_\_\_\_

**Please be aware of the following:**

- A few fields will need to be completed manually, since some required information on these notices is not processed through payroll
- Employees with multiple pay rates will have their primary (Rate 1) pay rate printed. Additional wage information can be added manually on Page 2 of their notices as needed