401(K) SETUP

Directions: Please submit one copy per provider requested.
All fields are required for a successful setup of file.

CLIENT NAME	
CLIENT CONTACT NAME	CLIENT PHONE
CLIENT EMAIL ADDRESS	
PLAN PROVIDER	PLAN # (s)
PROVIDER TECHNICAL CONTACT NAME	
Customer Support	
PHONE	EMAIL
(408) 802-5231	paycom@payrollintegrations.com

CLIENT CODE SCENARIO

Please work with your provider to find out the correct choice to your plan. By default, Paycom cannot combine files/reports across Client Codes.
(Deviating from these selections may require restarting the project and additional fees. Choose one below.)

- [ ] Single Client Code — One file per Payroll Transaction

List applicable Client Code:

- [ ] Client Code Family — One file per Payroll Transaction, per Client Code

List all applicable Client Codes:

- [ ] Multi-Client Code (MCC) setup **(Choose one below)**
    - [ ] One file per Payroll Transaction, per Client Code
    - [x] One combined file per Check Date, produced on Check Date

List MCC *and* all applicable Client Codes:

FILE REQUEST SCENARIO

- [ ] New Paycom client — Forecasted 1st Check Date _____ /_____ /________

(Paycom can only start development of file once payroll has been run and client data exists to be tested.)

- [ ] Existing Paycom client
    - [ ] This is a new report request — Expected Live Date _____ /_____ /________
    - [ ] Provider change (will result in additional $500 setup per Client Code)
      Stop date old Provider _____ /_____ /________ Start date new Provider _____ /_____ /________
    - [ ] Adding Client Code(s) to existing report — Expected Live Date _____ /_____ /________

FILE DELIVERY METHOD

(Choose one below.)

- [ ] Deliver file to Paycom Secure Client Inbox
- [x] Secure FTP delivery (auto-feed) to Provider (contingent on Provider)

(Not all providers/custodians can receive files automatically via Secure FTP.)

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