



The Right People. | The Right Answers.

## 2022 Payroll End of Year Copy Request

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Association Name (Please type or print)

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Contact Name (Print)

Signature

Date

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Telephone Number

Purchase Order Number

### Options

(Select one)

Copy 2022 payroll data to main training area (Will overwrite any previous years payroll data)

Copy 2022 payroll data to a newly created "branch" (Will not overwrite previous years payroll data)

Date Desired: \_\_\_\_\_ (This date is not confirmed until you receive an email confirmation.)

### Cost

Customers covered under the Platinum, Gold and Silver Level Customer Support Contract will not be charged to copy payroll data to the main training area. Customers covered under the Platinum, Gold and Silver Level Customer Support Contract will be charged for one hour (uncovered support rate) to create and copy payroll data to a newly created "branch". Hourly rate is based upon your Customer Support Contract Level. Please refer to your contract for more information.

### Installation

**Customers should be on the 2020 version of the software.**

Please select a desired date that will be after payroll month end has been run and **BEFORE** running payroll quarter end.

If you have any questions, please contact Terri Czarnyszka, [terri@cccsoft.com](mailto:terri@cccsoft.com) or (800) 222-6102.

**Return this form:**

**Email to [terri@cccsoft.com](mailto:terri@cccsoft.com) or FAX to CCC's Arizona office at (480) 837-7003.**