

PAY LOCATION REQUEST FORM

Use this form to Add, Revise or Delete a pay location.

All fields are required when adding a new pay location.

ADD

REVISE

DELETE

AGENCY CODE

PAY LOCATION CODE

PAY LOCATION TITLE

MAILING ADDRESS 1

MAILING ADDRESS 2

CITY

STATE

ZIP CODE

Is your agency pay location driven in IPOPS?

If your agency is pay location driven and this is a new pay location, please answer one of the following questions.

If you would like it to be set up like another pay location, please provide the existing pay location code.

If this pay location will not be set up like another pay location in your agency, please provide a list of users.

1.

2.

3.

4.

5.

6.