



Electronic Payments Set Up Form

Please complete all fields and return authorization form to Kayla Padilla-Gossett via mail, e-mail: padilla@sierrahr.com, or fax: 559-437-0500

Client Information
I would like to automate my HR Business Partner Payments: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I am not an HR Business Partner
Billing Contact Name: _____
Client Name: _____
Phone Number: _____
E-Mail Address: _____
Secondary E-Mail address: _____

I, _____, acknowledge that I must opt into electronic invoices to access online self-pay. Invoices will come from Kayla Padilla-Gossett - CoreNotifications@bqe.com

It is my responsibility to ensure the email address associated with our account is updated if a change in staffing occurs.

Customer Signature

Date