



Electronic Payments Set Up Form

Please complete all fields and return the 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 for electronic invoices to access online self-pay. Invoices will come from Kayla Padilla-Gossett – padilla@sierrahr.com
Please make sure this e-mail address is marked as a “safe sender,” so your invoices do not go to spam.

It is my responsibility to ensure that the email address associated with our account is updated if staffing changes occur.

Customer Signature

Date