



EXPRESSOPAY™

# Transmission Notification

Please complete and fax this TRANSMISSION NOTIFICATION FORM to R&L at the same time as your transmission of *EXPRESSOPAY* via email.

Fax to *R&L DataCenters*: 908-479-1889

From: \_\_\_\_\_  
(Contact Name)

Client Name: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_

Client ID# \_\_\_\_\_

Date: \_\_\_\_\_

Transmission Time: \_\_\_\_\_ am / pm (please circle)

Please note that a payroll is not considered complete, and may result in delay of payroll completion if, after transmission, any additional work/modification needs to be performed by R&L (eg., additional earnings, deductions, garnishments, etc). Delay may include tax payments, direct deposit, delivery.

Check Date: \_\_\_\_\_

Transmission ID: \_\_\_\_\_ (from *EXPRESSOPAY* Date Record)

Subject: *EXPRESSOPAY* Transmission

If your Expressopay transmission is received via email, no notification will be made by *R&L*.  
If transmission is made (and TRANSMISSION NOTIFICATION FORM is faxed) prior to 3 pm on (a standard workday), and email transmission is not received within one (1) hour of the time indicated above, *R&L* will attempt to contact you at the number you have provided above. For transmission and fax made after 3 pm (and email transmission not received by day's-end), *R&L* will attempt to contact you the following work day ).

If you have any questions regarding your transmission, please contact us at 908-479-1995.