



FIRST FINANCIAL

EMPLOYEE LEASING, INC.

Notice of Non-Payroll

Processing

**This form must be submitted to FFEL when a scheduled payroll is not being submitted.
Please submit *PRIOR* to the missed pay date.**

Client Information

Client Number:

Client Name:

Contact Name:

Phone Number:

Non-Payroll Processing Period

Beginning Date:

Ending Date:

Client Acknowledgement

The above named Client/Company did not or will not perform or conduct any business operations wherein the Company or employee(s) of the Company received or will receive payment for services or work performed during the above time period. The signature below attests to the fact that the Client understands and is aware that not reporting all hours worked and wages earned is considered insurance fraud, a felony of the Third Degree, punishable in accordance with the State of Florida Insurance Laws.

Client Signature: _____ Date: _____

Title:

FFEL USE ONLY

Received by:

Processed by:

Date:

Date: