

Dear Valued Clients / 尊敬的客户：

We are phasing out the collection of payroll data through email, text, and phone. Going forward, all clients will be required to use our portal to submit employee change information.

If you need to update or change any employee information, please use the **"Employee Change Form"** in the portal.

我们即将对员工信息收集方式进行重要升级。为提升数据安全性与处理效率，本所将逐步终止通过电子邮件、短信及电话等方式接收薪酬数据。

即日起，所有客户均需通过专属平台提交员工变更信息。如需新增、修改或更新员工资料，请登录企业平台使用**"员工信息变更表"**完成申报。

1. Go to our website: <https://www.kimlingcpa.net/>
请访问我们的官方网站：<https://www.kimlingcpa.net/>

凌劍揚會計師樓

KIM YEUNG LING P.C.

Certified Public Accountants



Tax, Accounting, and Payroll Services for Individuals and Small/Medium-Sized Businesses

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New Employee Data

Employee Change Form

We are a purpose-driven boutique CPA firm catering to small, medium-sized businesses and individuals in our Community.

我们是一家以目标为导向，专注服务华人社区中小型企业及个人的专业注册会计师事务所。

We offer business & tax consultations, financial statement preparations, payroll & accounting services, corporation formation, and bookkeeping services in English, Mandarin, Cantonese, and Vietnamese.

我们提供以英语、普通话、广东话和越南语为主的商务和税务咨询、财务报表预备、工资发放、成立公司以及记账服务。

Employee Number (if known)

2. Fill in the information that needs to be updated. Please note that any field with a star (*) is a required field for you to fill out.

请填写需要更新的信息内容。请注意所有带星号 (*) 的字段均为必填项。

3. Please save a copy for personal record before submitting.

提交前请务必保存副本以供个人存查

4. Click “**Submit**” once everything is complete.

所有信息填写完毕后，请点击“提交”按钮。

New Address

New City

New State

New Zip

One-Time Bonus

New Monthly Salary

New Withholding

New Hourly Rate

☐ Terminate Employee (Indicate last day within comments)

☐ Extended Vacation (Indicate time period in comments)

Comments

Please provide more details

Submit

