



Thomas G. Shack III
COMPTROLLER

The Commonwealth of Massachusetts
Office of the Comptroller
One Ashburton Place, Room 901
Boston, Massachusetts 02108

PHONE (617) 727-5000
FAX (617) 727-2163
www.mass.gov/ctr

PAYINFO ADMINISTRATOR FORM

PAYINFO FORM TYPE

Add Administrator

Delete Administrator

DEPARTMENT INFORMATION

Department Name:

3 Digit Alpha Department Code:

PAYINFO ADMINISTRATOR INFORMATION

Name:

Last

First

MI

Title:

Employee ID:

Telephone Number:

APPROVAL

The **Department Security Officer** must send this form electronically to: securityrequest@massmail.state.ma.us