

## Bank Account Changes

**INCOMPLETE FORMS WILL DELAY PROCESSING**

### Current Company Information (must be completed)

COMPANY LEGAL NAME \_\_\_\_\_

FEIN \_\_\_\_\_

(FEDERAL EMPLOYER ID NUMBER)

**OLD BANK NAME**

**OLD BANK ROUTING #**

**OLD BANK ACCOUNT #**

**OLD QUICKBOOKS BANK REGISTER NAME  
IN CHART OF ACCOUNTS**

**NEW BANK NAME**

**NEW BANK ROUTING #**

**NEW BANK ACCOUNT #**

**NEW QUICKBOOKS BANK REGISTER NAME  
IN CHART OF ACCOUNTS**

**ALL CHANGES WILL BE COMPLETED WITHIN 2 BUSINESS DAYS.**

### PRINCIPAL NAME

I hereby state that I am the Principal of the company for whom this bank account change is requested and here by authorize QuickBooks Payroll Services to change the bank account used for the company as specified above. I agree to accept any and all liability for this change to my account and accept responsibility to make all changes necessary to ensure the correct and timely processing of payroll during the transition from the old to the new accounts listed above.

**PRINCIPAL SIGNATURE** \_\_\_\_\_

DATE \_\_\_\_\_

**INTERNAL USE ONLY**

**COMPANY ID #** \_\_\_\_\_

**CHANGE MADE BY** \_\_\_\_\_

**DATE AND TIME OF CHANGE** \_\_\_\_\_

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**FAX this form and a cancelled/voided check  
to 858.525.7920**