

## Direct Deposit / E-File & Pay Payroll Contact Change Form

Complete, print, sign and fax completed form to: 877-699-8996 OR

Mail to: Intuit, Inc. Attn: Enrollment Processing, PO Box 28867, Tucson, AZ 85726-8867

**Notice to Applicant:** Intuit will use the information on this page for processing changes to Direct Deposit and/or E-File & Pay and for no other purpose. We will notify you of the status of your request via e-mail.

*Incomplete forms will delay processing.* Please call 1-800-624-2106 if you have questions.

**For Payroll Administrator changes:** Complete this form, print, sign, and fax to 877-699-8996.

**For Principal changes:** Complete, sign, and fax the following 3 items to 877-699-8996.

1. This form
2. A letter signed by all principals on company letterhead explaining the reason for the principal addition or change
3. Photocopy of a government issued i.d. for the new principal

### Company Information (required):

\_\_\_\_\_  
Company Federal Employer Identification Number (EIN)

\_\_\_\_\_  
Company Name

### New Payroll Administrator Information:

New Payroll Administrator Name \_\_\_\_\_

New Payroll Administrator Phone Number \_\_\_\_\_

New Payroll Administrator E-Mail Address \_\_\_\_\_

New Payroll Administrator Fax Number \_\_\_\_\_

### New Principal Information:

TYPE OF CHANGE (check one):

Replace existing principal. Name of principal to be replaced: \_\_\_\_\_

Add a secondary principal.

New Principal Name \_\_\_\_\_

New Principal Phone Number \_\_\_\_\_

New Principal E-Mail Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal 1

\_\_\_\_\_  
Signature of Principal 2 (if applicable)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal 1 E-Mail Address / Day Time Phone Number (to be used only for communicating status of this request)