Intuit QuickBooks Payroll

Direct Deposit Bank Account Change Form

Complete, print, sign and send completed form to: (fax) 877.699.8996 or SBPFCSOperations@intuit.com

Notice to Applicant: Intuit will contact your bank to confirm your authority to initiate debits against the account indicated on this form. Intuit will use the information on this page for processing changes to your Direct Deposit service and for no other purpose. Call 1.800.624.2106 if you have questions.

Instructions: Complete the applicant section only and fax to Intuit Payroll Services at 877.699.8996. We will notify you of the status of your request by email.

To be completed by applicant company

Company information:

_____   _____
Company Federal Employer Identification number (EIN)   Company name

_____   _____
Old financial institution Routing (ABA) number   Old Bank Account Number

Bank account information (for new bank account to be debited):

_____   _____
Financial institution name   Financial institution contact name

_____   _____
Financial institution contact telephone, fax number   Business or individual(s) name on account

_____   _____
QuickBooks bank register name/Chart of Accounts   Account type (checking/savings)

_____   _____
New financial institution routing (ABA) number   New bank account number

To the financial institution: **I/We have applied for payroll services with Intuit Payroll Services and I/we authorize you to give answers to the questions below regarding my/our account. I/We authorize Intuit Payroll Services to initiate ACH debits against the account above. I/We authorize Intuit Payroll Services to confirm my/our authority by contacting you, the bank.**

_____ _____   _____ _____
Signature of Principal 1   Soc Sec number   Signature of Principal 2 (if applicable)   Soc Sec number

_____ _____   _____ _____
Printed name   Driver's lic #, state   Printed name (if applicable)   Driver's lic #, state

_____   _____
Date   Date

_____
Principal 1 email address/daytime phone number (to be used only for communicating status of this request)

To be completed by financial institution (for Intuit use only)

For the payroll account shown above:

Does the Federal Employer Identification number (EIN) or Social Security number (SSN) match the above info?	Yes	No
Is/are the individuals shown above authorized to sign checks/debits against the payroll account shown?	Yes	No
Does the company name shown above match the name on the payroll account shown?	Yes	No

Please provide contact information for your financial institution in case questions arise regarding this information:

_____   _____   _____
Financial institution contact name   Contact phone   Contact email address