

## Intuit Account Personal Name Change/Direct Deposit Principal Change Form

Intuit will use the information on this page for processing changes to your **Intuit Account** and/or your **Direct Deposit Account**. Fax the completed form and the requirements (if necessary) to 877.699.8996. You will receive an email, typically within 3-5 business days, confirming the update.

### Section 1 - Company information

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

Customer account number: \_\_\_\_\_

Main business address: \_\_\_\_\_

Main business phone number: \_\_\_\_\_

### Section 2 - Type of change (choose one or both)

**Intuit account personal name change** Requirements: this form only

Old contact first name: \_\_\_\_\_ Old contact last name: \_\_\_\_\_

NEW contact first name: \_\_\_\_\_ NEW contact last name: \_\_\_\_\_

Reason for change:

Change in marital status

Other (describe briefly): \_\_\_\_\_

**Direct deposit principal change**

Requirements: 1. This form

2. A letter signed by all principals on company letterhead explaining reason for principal addition or change

3. Photocopy of a government issued ID for the new principal

Replace existing principal

NEW Principal first name: \_\_\_\_\_

NEW Principal last name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Add a Secondary principal

NEW Secondary Principal first name: \_\_\_\_\_

NEW Secondary Principal last name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Section 3 - Your contact information (in case we need to contact you)

Email address: \_\_\_\_\_ Business phone number: \_\_\_\_\_

### Section 4 - Authorization

By submitting this form, (a) you are instructing and authorizing Intuit to update your Intuit Account and/or your Direct Deposit Account as set out above, and (b) all the information you have provided above is true and correct.

#### for Intuit account personal name change:

Authorized signature: \_\_\_\_\_

New personal name: \_\_\_\_\_ Date: \_\_\_\_\_

#### for direct deposit principal change:

Principal 1 signature: \_\_\_\_\_

Principal 1 name: \_\_\_\_\_ Date: \_\_\_\_\_

Principal 2 signature: \_\_\_\_\_

Principal 2 name: \_\_\_\_\_ Date: \_\_\_\_\_