

Bank Account Change Form

Use this form for Company Bank Changes only!

**Must Be Received at Least 2 Banking Days Prior to Payroll Run by 12:00 PM PST
To see a list of Banking Holidays see <http://www.payroll.com/support>**

Please fill out the following information to change bank accounts.

FEIN: _____

COMPANY NAME: _____

CLIENT NUMBER: _____

COMPANY CALL IN PASSWORD: _____

PRIOR / PREVIOUS BANK ACCOUNT INFORMATION

ABA NUMBER: _____

BANK NAME: _____

ACCOUNT NUMBER: _____

NEW / CURRENT BANK ACCOUNT INFORMATION

ABA NUMBER: _____

BANK NAME: _____

ACCOUNT NUMBER: _____

**Please Attach Voided Check or Bank Form with NEW Account Information
Deposit Slip Can Not Be Used**

All changes will be completed within two business days.

Check all that are to be deducted from the new account:

PAYROLL FEES: PAYROLL CHECKS: DIRECT DEPOSIT/PAYCARD: TAXES:

To be notified when the change has been done, provide e-mail address.

E-mail: _____

Please Print Name: _____

AUTHORIZED SIGNATURE _____ DATE _____

Fax this form and the cancelled / voided check to **858-525-7920**.

A checking account change charge of \$5.00 will be added to your next invoice.