# Intuit Assisted Payroll

**Intuit**®

## Change in Payroll PIN Request

If you have forgotten your Payroll PIN and you need a new PIN due to security reasons, please complete and sign this form and fax it to 1-888-437-8001.

NOTE: Form must be signed by the Primary Payroll Principal Intuit has on file. If the Primary Payroll Principal has changed, follow instructions to submit a change request before completing and faxing this form.

Your new PIN number must be between 8 and 12 characters and contain at least one number and one letter.

We will contact you within **one (1) business day** of receipt of the fax at the email address you provide to notify you of completion of your request.

## Please fax the completed, signed form to 1-888-437-8001

**Employer Identification Number (EIN):** _____

**Contact Name:** _____

**Contact Phone Number:** _____

**Contact Email Address:** _____

**New Pin Number:** _____

_____    _____    _____
**Principal Signature**                            **Print Name**            **Date**

**Instructions**:
1. Place the driver's license or government issued photo ID card of the principal/company owner in the space below, then photocopy the ID along with this form.
2. Complete, sign, and date the form.
3. Fax with the Request for Change in PIN form to 1-888-437-8001.
4. Wait for an email from Assisted Payroll for confirmation your request has been completed.

### PRINCIPAL DRIVERS LICENSE OR GOVERNMENT ISSUED ID

Place drivers license here,
then photocopy form and license