

# Intuit QuickBooks Payroll



## Direct Deposit Bank Account Change Form

Complete, print, sign and contact Intuit Desktop Payroll Support to send the completed form.

**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. If you have questions, please visit [www.payroll.intuit.com/support](http://www.payroll.intuit.com/support).

**Instructions:** Complete the applicant section only and contact Intuit Payroll Support by going to **QuickBooks**, go to **Help**, then select **QuickBooks Desktop Help**. Select **Contact Us**. 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)

Financial institution contact name

Contact phone

Contact email address

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*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: