

Intuit Account Principal Change Form

Intuit will use the information on this page for processing changes to your Intuit Account. Complete the form and submit it along with the requirements (if needed) to Intuit. Contact Intuit payroll support to upload the form and other requirements. 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)

- 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 Primary principal

NEW Principal first name: _____

NEW Principal last name: _____

NEW Principal SSN (Direct Deposit only) _____ NEW Principal Date of Birth (Direct Deposit only) _____

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 as set out above, and (b) all the information you have provided above is true and correct.

Principal 1 signature: _____

Principal 1 name: _____ Date: _____

Principal 2 signature: _____

Principal 2 name: _____ Date: _____