Intuit Payroll

Legal Business Name Change Request Form

Section 1 - Former Business Name

Former legal business name: _____

Business telephone number (for Payroll): _____

Federal Employer Identification Number (EIN) currently used: _____

Section 2 - NEW Business Name & Information (New Legal Business Name & Information)

New legal business name: _____

New business telephone number (for Payroll): _____

New fax number: _____

☐ Check this box if you'd also like to update your Intuit account name* to reflect this new legal business name. If you **don't** check this box, we'll only update your legal business name.

Section 3 - Authorization

Signature of a principal or duly authorized officer of the company is required.

Intuit will update your legal business name in our system solely for the purposes of providing the Intuit services. It is your responsibility to update your legal business name with all applicable federal, state, and local agencies. By signing below, you acknowledge and understand that Intuit will update your legal business name in our systems but disclaims any responsibility for updating your business information with the appropriate agencies.

Authorized signature: _____ Title: _____

Print name: _____ Date: _____

**The Intuit account name is how you want your company to be identified by Intuit. This could be your company's legal name, DBA, or any other name you have identified as your account name.*