# Intuit QuickBooks Payroll

**Intuit**

## Direct Deposit / E-File & Pay Payroll Contact Change Form
**Complete, print, sign and fax completed form to: 877-699-8996 OR
Mail to: Intuit, Inc. Attn: Enrollment Processing, PO Box 28867, Tucson, AZ 85726-8867**

**Notice to Applicant:** Intuit will use the information on this page for processing changes to Direct Deposit and/or E-File & Pay and for no other purpose.  We will notify you of the status of your request via e-mail.
*Incomplete forms will delay processing.*  Please call 1-800-624-2106 if you have questions.

**For Payroll Administrator changes:** Complete this form, print, sign, and fax to 877-699-8996.

**For Principal changes:** Complete, sign, and fax the following 3 items to 877-699-8996.
1. This form
2. A letter signed by all principals on company letterhead explaining the reason for the principal addition or change
3. Photocopy of a government issued i.d. for the new principal

## Company Information (required):

_____     _____
Company Federal Employer Identifcation Number (EIN)     Company Name

## New Payroll Administrator Information:

New Payroll Administrator Name _____

New Payroll Administrator Phone Number _____

New Payroll Administrator E-Mail Address _____

New Payroll Administrator Fax Number _____

## New Principal Information:
TYPE OF CHANGE (check one):

☐  Replace existing principal. Name of principal to be replaced: _____

☐  Add a secondary principal.

New Principal Name _____

New Principal Phone Number _____

New Principal E-Mail Address _____

_____     _____
Signature of Principal 1     Signature of Principal 2 (if applicable)

_____     _____
Printed Name     Printed Name (if applicable)

_____     _____
Date     Date

_____
Principal 1 E-Mail Address / Day Time Phone Number (to be used only for communicating status of this request)