Intuit QuickBooks Payroll

INTUIT

Intuit Account Personal Name Change/Direct Deposit Principal Change Form

Intuit will use the information on this page for processing changes to your **Intuit Account** and/or your **Direct Deposit Account**. Create a case using this link, https://intuitcorp.quickbase.com/db/bj48478je, and upload your completed, signed packet and the requirements (if necessary) to Intuit. Follow the on-screen instructions. 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)

☐ **Intuit account personal name change** Requirements: this form only

Old contact first name: _____ Old contact last name: _____

NEW contact first name: _____ NEW contact last name: _____

Reason for change:

○ Change in marital status

○ Other (describe briefly): _____

☐ **Direct deposit principal change**

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: _____ NEW Principal Date of Birth: _____

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 and/or your Direct Deposit Account as set out above, and (b) all the information you have provided above is true and correct.

for Intuit account personal name change:

Authorized signature: _____

New personal name: _____ Date: _____

for direct deposit principal change:

Principal 1 signature: _____

Principal 1 name: _____ Date: _____

Principal 2 signature: _____

Principal 2 name: _____ Date: _____