



## Bank Account Update Request:

Client Name: \_\_\_\_\_

Please complete the below information as needed. **Please attach a voided check.** The below information will be used as instructed below for direct deposit and any live checks to be created.

Updated Bank Account Information				
<b>Bank Name:</b>				
<b>Routing Number:</b>				
<b>Account Number:</b>				
<b>Check Message:</b>				
<b>Starting Check Number:</b>	<input type="checkbox"/> Continue current check number sequence	<input type="checkbox"/> Begin new check number sequence with # _____		
<b>Imprint Signature on Check:</b>	<input type="checkbox"/> Yes, use same signature on file	<input type="checkbox"/> Yes, new signature needed (additional documentation required)	<input type="checkbox"/> No, do not sign payroll checks	
<b>Imprint Logo on Check:</b>			<b>Name to be printed on checks:</b>	
<b>Account to be used for:</b> <i>(Check all that apply)</i>	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Tax Impound	<input type="checkbox"/> Checks	<input type="checkbox"/> Fees
<b>Address to be printed on checks:</b>	Street:			
	City:		State:	Zip:
<b>Phone # to be printed on checks:</b>			<b>Effective Date of Change:</b>	

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_