



# COMPANY BANK ACCOUNT CHANGE FORM

**1020 James Dr. Suite O ♦ Hartland, WI 53029 ♦ 262-563-5200 ♦ Fax 262-369-2404**  
**5202 Eastpark Blvd. Suite 106 ♦ Madison, WI 53718 ♦ 608-249-5886 ♦ Fax 608-249-5967**

When changing a Company Bank account for Payroll, Tax or Services, you need to include a copy of a voided check or a Bank Specification sheet along with this form 48 hours prior to sending Payroll Data Services your payroll.

Today's Date: \_\_\_\_\_ Effective Check Date: \_\_\_\_\_  
Client Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

Payroll Bank Account: (account used for net payroll checks and direct deposit withdrawal)  
Bank Name: \_\_\_\_\_  
Bank Account#: \_\_\_\_\_ Starting Check Number: (Optional) \_\_\_\_\_

Tax Bank Account: (used for tax withdrawal for tax filing clients. If same as above, write "Same as Above")  
Bank Name: \_\_\_\_\_  
Bank Account#: \_\_\_\_\_

Payroll Bank Account: (account used for direct debit of fees. If same as above, write "Same as Above")  
Bank Name: \_\_\_\_\_  
Bank Account#: \_\_\_\_\_

*I authorize Payroll Data Services to make the above changes to our Company setup.*

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