

Bank Account Change Form

COMPANY CODE	COMPANY NAME
CONTACT NAME	CONTACT PHONE NUMBER

Bank Account Change Processing Guidelines:

- Must be returned to SDP at least 4 business days prior to **processing** payroll.
- Voided check or bank document must be attached.

Fees: \$25.00 Normal Request \$50.00 Expedited Request

Apply new bank account to the following transactions (check all that apply):

Payroll Checks
 Direct Deposit
 Agency Checks
 Tax
 Billing
 Trust

Existing (Old) Bank Account:

Bank Name:	
Routing:	
Account:	

New Bank Information:

Bank Name	
Routing:	
Fractional Transit/Routing	
Account:	
Starting Check Number <input type="checkbox"/> Use Existing Sequence <input type="checkbox"/> Start New Sequence	<i>Enter new starting check number here if applicable</i>

Company Authorized Signature

Date

Revised 5/2020