

Bank Account Change Form

COMPANY CODE	COMPANY NAME
CONTACT NAME & PHONE NUMBER	BANK ACCT. CHANGE EFFECTIVE ON CHECK DATE:

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 (submitted at least 4 business days prior to processing payroll)
\$50.00 Expedited Request (submitted 1-3 business days prior to processing payroll)

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

☐ Payroll Checks ☐ Direct Deposit ☐ Agency Checks ☐ Tax ☐ Billing ☐ Trust

Notes (ex. Department A's Checks only):

Existing (Old) Bank Account:

Bank Name:	
Routing:	
Account:	

New Bank Account Information:

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

Company Authorized Signature

Date

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