



**Bank Account Change Information Form**

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

Company Id\_\_\_\_\_ Company Name\_\_\_\_\_authorizes Southland Data Processing to change our bank account information:

**Bank Account to be changed:**

Bank Name : \_\_\_\_\_

Transit/ Routing # : \_\_\_\_\_

Account # : \_\_\_\_\_

**New Bank Information:**

Bank Name : \_\_\_\_\_

Address : \_\_\_\_\_

Transit/ Routing # : \_\_\_\_\_

Fractional Transit/ Routing # : \_\_\_\_\_

Account # : \_\_\_\_\_

Effective Date of Change : \_\_\_\_\_

Starting Check # : \_\_\_\_\_

Apply Bank Account Change to the following (please check all that apply):

- Payroll       Direct Deposit       3rdParty(Agency Checks)
- Tax             Billing                 Trust (OBC)                 Manual Checks

**Please make sure to attach a voided check for verification of all financial institution information.**

Attached is the Company Authorization Agreement Form, please fill it in with the new bank account information and have an officer of the company sign it.

\_\_\_\_\_  
Company Authorized Signature  
Date

\*\*\*\*Southland Internal Use Only\*\*\*\*

Southland Rep: \_\_\_\_\_ Date: \_\_\_\_\_