



Return Signed Request to:
 FuturePlan
 Attention: Payroll
 Fax: 612.339.0248
 Email: mnpayroll@futureplan.com
 Phone: 866.882.8442, opt. 6

CLIENT BANK ACCOUNT CHANGE

Company Code: _____ Company Name: _____

Effective Date: ____/____/____

Account(s) Affected: Payroll Checks Tax Billing Third Party (Agency Checks)

Old Account Number: _____

New Account Number: _____

New Routing Number: _____

Please attach a voided check (REQUIRED). If no check is available, please include a bank MICR specification sheet.

If there are ACH filters on the bank account Goldleaf Partners Employer Services is using to initiate debit ACH entries, you must authorize your bank to add the following recurring filter:

Originator Name: Goldleaf Payroll

Company ID: 1450514557, 2450514557, 3450514557, 4450514557

I authorize Goldleaf Partners Employer Services to initiate the above bank changes to our payroll account. I recognize that there is a \$20.00 fee for making this change.

Payroll Contact Signature: _____ Date: _____

Please return the form to the email or fax number at the top of this page.

DO NOT FILL OUT BELOW LINE – FOR GOLDLEAF PAYROLL USE ONLY

Completed By: _____ Date Updated: _____