



Direct Deposit Bank Change Request

Complete this form to change your company bank account used to fund direct deposit payroll and direct deposit service fees.

Important! You must attach a copy of a voided check or a letter from the bank with the validated routing and account numbers for *each* bank account when sending this form.

If you have any questions about this form, please contact us at Treasury@Sage.com or 866-237-4489 (option 1).

You may fax or securely send the completed forms to the contact information provided in the email.

Company Name (as it appears on your account)	
Sage Customer Number	Request Date
Contact Name	Contact Phone

Complete the boxes below for each company bank account you want to change.

Direct Deposit Payroll Funding Account	Bank Name
	Routing Number
	Account Number
Billing and Fees Account (if different)	Bank Name
	Routing Number
	Account Number

Customer Authorization

The customer authorizes Sage to change the company bank account(s) as specified on this form. Sage is authorized to debit the bank account(s) for the services indicated. This authorization shall remain in full force and effect until terminated in accordance with the terms outlined in the Sage Direct Deposit Services Agreement.

Authorized Signature

Date

Print Name