

Client Number:

Client Name
DBA (if applicable):

Existing Bank Name:

Last 4 of existing account number:

New Bank Information

Supply a voided check to have Heartland update your account with the new bank information.

*Fields marked with an asterisk * are required.*

*ACH Routing Number:

*Account Number:

*Bank Name:

*Starting Check Number:

Signature on Checks (Optional)

If providing a signature, Heartland printed checks will be sealed.

1. Sign both boxes below, staying within the boxes provided.
2. Use a black ink pen with a larger felt tip point, not a pencil.
3. Need a logo on your checks? Submit a **JPEG or PNG file** with this form.
4. Double signatures? *Signer 1*: sign in the top halves of the boxes. *Signer 2*: sign below Signer 1 using the bottom halves.

Sign Once Here

Sign Again Here

Bank is hereby authorized and instructed to honor debits and credits to the client's demand deposit account for any net pay (direct deposit/Heartland Check clients), federal, state, and/or local payroll tax liabilities, and any payroll service fee charges initiated by Heartland Payroll Solutions. The net pay, total tax liability, and the service fee for each payroll will be debited from the designated account one day prior to the payroll check date. If a debit is returned as NSF (non-sufficient funds) for any reason, client will be billed by Heartland Payroll Solutions, in addition to any bank charges, 5% of the NSF amount (minimum \$50.00). In addition, If a tax debit is not honored for any reason, Heartland Payroll Solutions will not guarantee that deposits to any taxing authority will be made in a timely manner.

All debits and credits will be processed in accordance with NACHA (National Automated Clearing House Association) rules and regulations. By signing below, client agrees to the terms set forth herein, as well as terms set forth by NACHA governing ACH transactions. This authorization shall remain in effect until revoked in writing by client.

Client Signature #1

Client #1 Print Name & Date

Client Signature #2 (if applicable)

Client #2 Print Name & Date (if applicable)

Internal Use Only

Entered by:

Date:

Verified by:

Date: