



PAYROLL • HR • BENEFITS

# Client Billing Account Change Form

Company Name/Client ID: \_\_\_\_\_

Person requesting change: \_\_\_\_\_

I authorize Infiniti HR, National Payment Corp (Nat Pay) and all financial institution(s) involved in each transaction to withdraw my invoices automatically from the indicated account and to make adjusting entries including the removal of funds if necessary.

BANK / CREDIT UNION <i>Routing Number</i>	STATE	TYPE <i>(Circle One)</i>	EFFECTIVE DATE	ACCOUNT NUMBER
		<input type="radio"/> Checking <input type="radio"/> Saving		

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

New or Additional Bank Account

Change the Bank Routing number

New Routing Number: \_\_\_\_\_

Change the Bank Account Number

New Bank Account Number: \_\_\_\_\_

Other (Please Explain):

\_\_\_\_\_  
\_\_\_\_\_

**Please Attach a Voided Check for the Bank Account as Verification.**

Withdrawals are normally made one banking day after payroll is processed. It is my responsibility to verify invoice amounts are available for withdrawal. I understand that neither Infiniti HR nor Nat Pay is responsible for bank errors or bank fees. Financial services are provided in accordance with Infiniti HR's client Agreement, National Payment Corp (Nat Pay) Power of Attorney/Guaranty/Terms and Conditions and the limitations and restrictions of the National Automated Clearing House Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date