

Entity Department  
6884 Sierra Center Parkway  
Reno, NV 89511

Dear Tax Client,

The following documents are required to process the change of legal information and ensure an accurate and timely change to the Federal Employer Identification Number (FEIN) for your business. Please submit the following forms completed in their entirety, along with the requested information from the IRS and State Agency(s).

1. Determination of Successor Status
2. IRS Proof – IRS Documentation (Form SS-4)
3. State Withholding and/or Unemployment numbers that coincide with your new EIN.
4. Payroll Services Agreement\*
5. Entity Change Fee Debit Authorization Letter

Forms must be signed by the authorized Principal of the business and emailed to [entitychanges@intuit.com](mailto:entitychanges@intuit.com), along with proof of the new FEIN. If you are not able to email the signed documents please fax them to 877-471-2801.

If you have not already notified the State Agency(s) who handles Withholding Tax and/or Unemployment Insurance Tax of the new FEIN, **contact the agency(s) immediately to report the changes**. Please obtain and forward the new state account information. Intuit requires this information to process the Entity change.

Continue running your payroll normally. Intuit will move all appropriate payroll taxes to the new FEIN as required to support tax filings.

**Important Note:** Be advised the transferring of tax deposits or filing of amendments will lead to notices from the IRS and State Agency(s). If you receive discrepancy notification from any agency, forward to Intuit immediately, by email to [taxnotice@intuit.com](mailto:taxnotice@intuit.com) or via fax to 866-293-1994. The Entity Change process could also result in an erroneous refund from the IRS or State Agency(s). **Do not cash any refund checks.** Intuit will confirm their validity and advise you of the next steps.

## Determination of Successor Status

NEW COMPANY NAME: \_\_\_\_\_ NEW EIN: \_\_\_\_\_  
NEW COMPANY ADDRESS: \_\_\_\_\_ OLD EIN: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Please review this information and mark the appropriate box. If needed, consult your CPA or legal aid.

The Entity Department is not authorized to determine your company's successor status.

Definition of Successorship: When an employer acquires substantially all of the property used by the predecessor in its business and employs individual who immediately prior to the acquisition were employed by the predecessor. [IRS Reg. 31.312(a)]

**PAYROLL CHECK DATE TO START PAYROLL ON EIN:** \_\_\_\_\_

***The new Federal Identification Number does qualify as a Successor.***

**Common examples of successors:**

Change in tax status (incorporating, adding a partner, etc.) without significant change to everyday business  
Sale of a company without significant change to everyday business

**Payroll and tax implications:**

You will NOT start a new company file. Your existing payroll company file will be updated to reflect your new EIN.  
Wages paid by the predecessor in the same calendar year will be used in calculating tax limits.  
You will receive one set of Forms W2 at year-end using the new EIN and referencing the predecessor EIN. We will finalize (close) the old EIN with the IRS.

Check here if you have created a new company file.

***Note that new file set-up for Successor Entity changes are NOT offered between December 1 and December 31.***

***The new Federal Identification Number does NOT qualify as a Successor.***

**Common examples of successors:**

Sales, mergers or acquisitions with significant organizational change to the business.  
"Split" companies in which the former EIN remains active.

**Payroll and tax implications:**

You will receive a new payroll date file and/or company number.  
Your employees will have to re-meet wage limits for Social Security, unemployment tax, and State Disability Insurance where applicable.  
You will receive two sets of Forms W2 for mid-year entity changes, one set for each EIN that year.  
We will finalize (close) your old EIN with the IRS if you will be no longer processing payroll under that number.

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

**(Principal Signature Only)**

Title: \_\_\_\_\_

**NOTE:** Any changes made to this agreement **after** the date signed will result in additional fees.

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## Entity Change Fee Information

Entity Department  
6884 Sierra Center Parkway  
Reno, NV 89511

Dear Tax Client,

We have received your request for a Federal Identification Number (FEIN) change. Your account will require special handling, therefore an additional charge will apply.

To process the Entity Change, we will need to debit your payroll account **\$150.00**. Services provided for this fee include finalizing your old FEIN with the IRS, transferring tax deposits if required and responding to notices from Federal and State Agency(s).

If the effective date for the new FEIN is dated back to a prior year or quarter, there will be additional amendment fees charged. The fee is \$50.00 per tax filing amended and \$10 per W2 amended.

**Important Note:** If this letter is not enclosed with the contract packet, we will be unable to process your request.

### Authorization

I hereby state that I am a principal authorized signer of this company and by signing below I grant permission to debit my account the amount documented in this notice.

Authorized Principal Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Old FEIN: \_\_\_\_\_

New FEIN: \_\_\_\_\_

## Contact Changes

This form is to make changes to your account. Please fill out each section that applied to the changes you are making.

## Company Information

Company Legal Name: \_\_\_\_\_ FEIN \_\_\_\_\_

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**Payroll Administrator Change:** (Will be the main contact person for your day to day payroll issues and activities. The Payroll Administrator should be someone who actually processes the payroll for your company, who has access to all your payroll information and who can answer questions on the company's behalf regarding details of your company's payroll. Only one Payroll Administrator allowed.)

PAYROLL ADMINISTRATOR: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

Payroll Contact Change: (Authorized to ask questions about how the payroll service works. No Confidential Information will be given to this person. This person is not allowed to make any account or payroll changes. More than one Contact person allowed.)

PAYROLL CONTACT \_\_\_\_\_ Add Change Delete

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

PAYROLL CONTACT \_\_\_\_\_ Add Change Delete

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

PAYROLL CONTACT \_\_\_\_\_ Add Change Delete

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

## General Company Information

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

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### Authorization

I hereby state that I am an authorized signer of this company, and by signing below I acknowledge and understand that Intuit will update this request. I agree to accept any and all liability for the change to the account.

\_\_\_\_\_  
Authorized Principal Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

# QuickBooks Assisted Payroll

# Payroll Services Agreement

Intuit has, with the cooperation of Computing Resources, Inc., arranged for you to make paycheck direct deposits and/or payroll tax payments, including related tax filings and preparation of W -2s. You may apply for QuickBooks Direct Deposit service, QuickBooks Assisted Payroll service, or both services. In this Agreement, "Service" means whichever service(s) you use. Only the parts of this Agreement relating to your Service apply to you. "Intuit", "we" or "us" means Intuit and its affiliates. This agreement is in addition to your QuickBooks software license and any other agreements for QuickBooks services.

The sign-up fee is due when you first contact us to arrange for the Service, and we may charge your bank account or credit card at that time. The Service will begin after we receive all the information we request and have processed it. Our processing may include reviewing credit reports on your business and its principals. The information you provide must be accurate and complete. Otherwise the tax calculations may be wrong, your taxes and direct deposits may not be paid, and we cannot perform the Service correctly. Intuit will not be liable for any penalty, interest or other liability that results from inaccurate or incomplete information you supply.

You may use the Service only for paycheck direct deposits and/or state and federal payroll tax payments ("Payments") and related tax filings and W -2s. The Service does not include obtaining your access to the Internet for connecting to the Service, nor does it include furnishing advice of deductions or direct deposit to employees. The Service does not include handling items such as wage garnishments, local taxes or taxes not deducted as part of payroll, and is not available to employers with employees in certain states. . Optional special processing requests ("Special Processing") may be available as part of the Service for an additional charge. The Service operates only with a compatible version of QuickBooks, so from time to time you may need to install updates or upgrades (or allow Intuit to install them electronically) to continue using the Service. Some updates or upgrades may be provided free or at reduced cost. All users in a multi-user environment must be using licensed copies of the same version of the software.

Using QuickBooks, you initiate electronic withdrawals from your bank account to fund the Payments, although under certain circumstances Intuit may use wire drawdown requests or other funding methods ("Debits"). Debits will also be initiated to pay fees for the Service, for Special Processing, and for adjustments to these various amounts. Debits and Payments are generally called "Transactions" in this Agreement. You authorize Intuit to initiate a Debit to your bank account to collect payroll funds and/or pay the Intuit payroll fees. You further authorize Intuit to reinitiate, or initiate a new Debit to your bank account if any Debit is re- turned for insufficient funds or uncollected funds.

You send us Transactions over the Internet in an online session. At the end of your session we will confirm that we have received your Transactions, unless there are problems about which you need to contact us. Your Transactions **will not** be processed if you do not receive our confirmation before the session is over. A confirmation does not mean that your Transactions are error-free, and if we later detect errors we may be unable to complete your Transactions. However, we will make reasonable efforts to tell you if we cannot complete your Transactions for this or any other reason. Sessions taking place after certain processing deadlines may be considered to occur on the next business day.

You must send us your Transactions at least two banking days before the date of the payroll. Otherwise, there may be additional charges or your payroll may not be processed. Debits will be charged to Your Account one banking day before the pay date of the employee paychecks to which they relate. After that no interest or earnings will accrue to you. Intuit will hold the money until the Payments are made.

Once your online session is over you cannot change your Transactions. Most Transactions will go through the Automated Clearing House (the "ACH"), and you agree that your Transactions will be governed by the ACH rules. You can learn more about the ACH at www.nacha.org. You warrant to Intuit everything that Intuit must warrant as an ACH Originator, and you accept any liability you or Intuit may incur which is caused by your Transactions. If Intuit tells you that an account number or other information concerning your Transactions has changed, you must use this corrected information in the future to initiate Transactions.

You authorize Intuit to send Transactions, electronically or by any other commercially accepted method, to the appropriate financial institution or taxing authority. You also authorize

and direct the institution which holds your demand deposit account identified when you sign up, or any other account you identify when using the Service in the future ("Your Account"), to charge each Debit to Your Account and pay that amount to Intuit.

You ask Intuit to issue a PIN, password or other security device or information used to initiate Transactions (the "Security Device"). You agree to safeguard the Security Device, and you authorize and direct Intuit and financial institutions to carry out Transactions initiated with the Security Device, no matter who initiated them. We may establish certain security limits on Transactions we will process, such as a maximum number or dollar amount of Transactions. We may change these limits from time to time and may choose not to disclose them.

If a Debit is returned unpaid for any reason, you agree to pay the amount of the Debit immediately upon demand by Intuit, plus interest at the lesser of 18% annually or the maximum rate allowed by law, plus attorney's fees and other costs of collecting the Debit amount as allowed by law. In addition, Intuit may cease processing any further Payments, including tax payments for which we have not received good funds. If we are holding money other than for tax payments, we may apply it to any amount that you owe us. Intuit may also make appropriate reports to credit reporting agencies, financial institutions, tax agencies and law enforcement authorities, and cooperate with them in any resulting investigation or prosecution.

*Intuit will not be liable in any way if the Service cannot be performed completely or accurately because of anything not reasonably within our control, including problems with the Internet or inaccurate or incomplete information which you send us. If we make a mistake in performing the Service, our responsibility will be only to make the correct Payment or file the correct report and pay any tax interest or penalty caused by our mistake. In no event will we be liable for any indirect, special or consequential damages, even if we know that they are possible. If these remedies fail of their essential purpose, Intuit's maximum liability will equal the fees you have paid for the Service. If you require higher liability limitations, please contact Intuit to discuss other arrangements.*

From time to time we may change these terms governing the Service, including any Special Processing options, the fees in effect for it, and processing requirements such as cutoff times. We will send you current terms, fees and other requirements on request. We will notify you of these changes as required by law. Using the Service after we send notice of changes will be considered your agreement to the changes. Use of the Services may affect some functionality of QuickBooks. Any sales, use or other taxes payable on the Service which we must pay will be collected in the same way your fees are paid. Intuit may also review your use of the Service, your credit status or other factors from time to time, and may terminate the Service after such a review.

For quality assurance, Intuit may monitor or record telephone calls you make to us in connection with the Service. You must keep any payroll, tax or other records you need for reference, even though we may have information about the Transactions in our files.

By signing below, you agree that the Service will operate as described in this Agreement. This Agreement will become effective when it is accepted in California by Intuit. It will be governed by California law applying to agreements made and performed entirely in California, excluding that body of law related to choice or conflict of law. It will stay in effect until we receive written notice from you that it has been terminated, and we have a reasonable opportunity to act on the notice, or until we terminate the Service by notifying you. If you terminate the Service, no fees you have already paid will be refunded.

### Additional terms for Direct Deposit service

You represent and warrant to Intuit that (a) each person or entity to whom you send Payments has authorized the Payments and any necessary adjustments to be applied to his, her or its account, (b) at the time any Payment is made you have no actual knowledge that the authorization has been revoked or terminated, and (c) your Payments comply with the laws that apply to them. In case of any reversing entry to a paycheck direct deposit, you will tell the affected person before the entry is sent. You may subscribe to Direct Deposit service only if you are an active subscriber to Quick- Books Payroll services (either Do-It-Yourself or Assisted).

## Authorized Signature Required. The signature of a principal or duly authorized officer of the company is required.

Agreement signed on \_\_\_\_\_ by \_\_\_\_\_, a \_\_\_\_\_, a  
Date Print company name

### COMPANY TYPE:

Required: Authorized Signature

If applicable: Second Signature

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Print signer's name

Name: \_\_\_\_\_  
Print signer's name

Title: \_\_\_\_\_  
Print title

Title: \_\_\_\_\_  
Print title

## Enrollment Form

### COMPANY INFORMATION

COMPANY LEGAL NAME: \_\_\_\_\_

COMPANY DBA: \_\_\_\_\_

COMPANY LEGAL ADDRESS: \_\_\_\_\_

COMPANY CITY/STATE/ZIP: \_\_\_\_\_

COMPANY PHONE NUMBER: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

(If different from legal address)

CITY/STATE/ZIP: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

STATES IN WHICH YOU HAVE EMPLOYEES: \_\_\_\_\_

\_\_\_\_\_

### PRINCIPAL(S) INFORMATION

#### PRINCIPAL #1

PRINCIPAL NAME: \_\_\_\_\_

PRINCIPAL EMAIL: \_\_\_\_\_

PRINCIPAL SSN: \_\_\_\_\_ PRINCIPAL DATE OF BIRTH: \_\_\_\_\_

#### PRINCIPAL #2

PRINCIPAL NAME: \_\_\_\_\_

PRINCIPAL EMAIL: \_\_\_\_\_

We are unable to process incomplete or missing information.  
Please print clearly.

Create a case using this link, <https://intuitcorp.quickbase.com/db/bj4qszyj>, and upload your completed and signed packet to Intuit. Follow the on-screen instructions.