



IMPORTANT PAYROLL NOTE:

This form will not change your bank account in the Paylocity payroll system. In order to change your bank account in Paylocity, you will need to complete the Paylocity Bank Change Form by clicking [here](#)

Bank Change Authorization Form

If a parish, school, or agency would like to change the bank account information that we have on file for them, please complete the bottom portion of this form to authorize the Archdiocese to use the new bank account for ACH and other bank activity.

To complete your request, please provide the following information to us via e-mail (preferred) at accountingservices@archindy.org or fax it to us at (317) 236-7327:

- 1) Signed Bank Change Authorization Form (see below), AND
- 2) One of the following to verify the bank account information:
 - a. Bank Verification Letter (preferred), which is a letter issued by the bank verifying the account information belonging to the parish, school, or agency, OR
 - b. A copy of a voided check with the bank account, routing number, and the name of the parish, school, or agency.

When completing the bank routing number and bank account number on the form below, please do not use a deposit ticket to obtain this information. You must use a check to obtain the correct bank routing number and bank account number. If you have any questions, please e-mail accountingservices@archindy.org or call us at (317) 236-1410.

Bank Change Authorization Form

Location Name: _____

Location Number: _____

Contact Name: _____ Contact Phone Number: (____) _____

Name of Bank: _____

Bank Routing Number: _____ Bank Account Number: _____

Checking or Savings: _____

Authorized Signer Name: _____

Authorized Signer Title: _____

Signature: (Authorized signer on bank account) _____

Account Purpose: _____

Does this bank account replace an existing account? Yes No

If 'Yes, provide final 4 digits of bank account number being replaced: _____

Date of Form Completion: _____

OAS Office Use Only:

Update Intacct Vendor _____ Update Intacct Customer _____ Update Fifth Third Bank _____

Phone Verification By _____ Date of Verification & Change _____