

# Online Payroll Change Form



Payroll Remittance (Group Bill) ID #: \_\_\_\_\_

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

Employer Name: \_\_\_\_\_

## **Section 1: New or Changing Contacts**

*Complete only if requesting a change to the contacts on your plan. If a secondary contact needs to be removed without replacing please let us know by writing "remove" in the name area. NBS uses multifactor authentication (MFA) to log into the website, your email or cell phone is required to receive a pin when logging into the website.*

New main contact person (Will be issued login credentials): \_\_\_\_\_

Email Address: \_\_\_\_\_  
(required)

Telephone: \_\_\_\_\_

Cellphone: \_\_\_\_\_  
(If electing for MFA pin sent by text)

New Secondary contact person (if needed): \_\_\_\_\_

Email Address: \_\_\_\_\_  
(required)

Telephone: \_\_\_\_\_

Should the secondary contact receive login credentials to the website?  
 Yes  No

Cellphone: \_\_\_\_\_  
(If electing for MFA pin sent by text)

## **Section 2: New Bank Information**

*Complete only if requesting a change to the bank account used for payment processing*

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Account Owner: \_\_\_\_\_

Checking or  Savings

Corporate Account or  Personal Account

**If you notice that you are going to go over the largest anticipated transaction amount please notify us as soon as possible by either filling out this form (section 3) or emailing us at [payrollsupport@nbsbenefits.com](mailto:payrollsupport@nbsbenefits.com).**

## **Section 3: Change to Largest Anticipated Transaction Amount**

*Complete to request a change to the largest anticipated transaction amount. National Benefit Services (NBS) will not process transactions that exceed the largest anticipated transaction amount by more than 25% without first obtaining your explicit approval. Exceeding the largest anticipated transaction amount may delay the processing of the online transaction.*

New Largest Anticipated Transaction Amount: \_\_\_\_\_

