



Toast Payroll | New Bank Account Form

To update your Toast Payroll bank account, complete all required fields on this form, attach a voided check, and send it to us using the Toast chat assistant in the bottom right corner of Toast Payroll

Company Name: _____

Pay group that needs bank account update¹: _____

FEIN for affected pay group: _____

Routing Number: _____

Account Number: _____

Date of request²: _____

Preferred starting check number?³: _____

¹ If you only have one payroll bank account, for any and all pay groups,, you can make this update immediately in Toast Payroll, learn more [here](#).

² This ticket will be processed in the order it is received, and we will alert you when the update is complete. To prevent a bounced payroll, ensure the correct amount of funds are in the correct account until the change has been confirmed.

³ If you do not have a preference, we will select a starting check number on your behalf.

Your name: _____

Signature: _____ Date: _____

