

# ERO Change Request Form

**Select Information to be updated:**

*\*\*Changes to ERO/EFIN information must be made through your tax software before and during the current tax season. This form is to be used only once your tax software stops allowing changes.*

<input type="checkbox"/> Office Status <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Banking Information <input type="checkbox"/> Other	
EFIN:	EFIN Owner:
Business Name:	
<b>Office Status:</b> <input type="checkbox"/> Closed (Not in operation/not printing checks) <input type="checkbox"/> Open (Still operating/printing checks)	
New Address:	
<b>New Contact Numbers</b>	
Office Phone:	Cell: Fax:
<b>Bank Acct Info</b>	
New Bank Name:	Bank Phone#:
New Routing #: (9-digit number)	New Account #:
Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Other Reasons for Update:	
Signature:	Date:

 ***ATTENTION: Have you attached the following REQUIRED DOCUMENTS?***

PHOTO ID    PROOF OF ADDRESS *(FOR ADDRESS CHANGES)*

VOIDED CHECK OR DEPOSIT SLIP *(FOR BANK ACCOUNT UPDATES)*

*PLEASE REFER TO THE ATTACHED PAGE FOR MORE DETAIL...*

Fax To: **484-546-2998** or Email To: [Forms@EPSFinancial.net](mailto:Forms@EPSFinancial.net)