



ACCOUNT CHANGE REQUEST FORM

Change of Name/ Address/ Email

Terminate Account

Account Information

Federal EIN or SSN _____

Name _____

Local Address _____ Local PSD _____

Contact Phone Number _____ Contact Email _____

Change of Name Only (Federal EIN must remain the same)

New Name _____

Change of Address

New Physical Address _____

Effective Date _____

New Mailing Address _____

Change of Email Address

New Contact Email Address _____

Terminate Account

Reason:

Business/ Property Sold to _____ as of _____

Business Closed as of _____

Employee Terminated. Date of last payroll _____ Work PSD _____

Other, please explain _____

I declare under the penalties provided by law that this form has been examined by me and is to the best of my knowledge complete and accurate

SIGNED _____ TITLE _____

PRINTED NAME _____ DATE _____

**When complete, please fax, email or mail this form using the contact information at the bottom of the page.
Once we process the form, we will contact you if any further information is needed.**

1125 Berkshire Blvd | Suite 115 | Wyomissing, PA 19610
Phone 610-372-8439 | Fax 610-372-1102 | Toll Free 1-855-372-8439 | Email beitb@berkseit.com