



Dear Valued Client,

As an increasing number of our clients impacted by COVID-19 business interruptions are approved for SBA loans under the Payroll Protection Program (PPP), we wanted to take a moment to remind you of Viventium's policy regarding bank account changes.

Should you need to change the bank account on which your tax liabilities are drawn, please complete the [BDB DirecTax Tax Funding Authorization Agreement](#) (Bank Change Request Form), and return it to your Dedicated Client Services Team via secure email. The executed form must be accompanied by a copy of a voided check or other documentation directly from the new bank with the account number, routing number and account holder information. Please indicate if the bank account change also applies to your payroll liabilities (direct deposit, checks) and billing.

The bank change request form is also available in the Forms Library on the Viventium Support Center, accessible through the “? Help” icon located at the top-right of the Viventium software landing page.

**Please note that the process of changing your bank account can take 3-5 business days, so please plan accordingly. Expedited processing may result in an additional \$85.00 fee.**

Please also remember that if you need to revert back to your previous bank account, you must complete a new [bank change request form](#).

As always, if you have any questions, please reach out to your Dedicated Client Services Team.

In it with you,

Your Viventium Team