



Taxpayer Maintenance Form

EFIN:

STEP 1 - General Information

Taxpayer Social Security Number: Date: ____/____/____

Taxpayer Name: _____ Call Back Number: (____) _____

STEP 2 - Choose A Maintenance Option

Taxpayer Name Change

If Republic Bank issued a check to a taxpayer and their name is misspelled, please complete the information below and be sure to send a copy of the **VOIDED** check that needs to be reissued:

Correct First Name: _____ Correct Last Name*: _____

***NOTE: Republic Bank cannot change the first four letters of a last name.**

OR

Address or ID# Change

*Address and ID changes can also be made over the phone. The taxpayer must call 866-581-1040. They will be asked to verify their identity with an agent by answering a series of questions generated by LexisNexis™.

Old Address/ID#: _____
Street Address or PO Box/ID# City State ZIP

New Address/ID#: _____
Street Address or PO Box/ID# City State ZIP

STEP 3 - Identify Yourself

Type of Identification Submitted Today:
(Employee IDs or Benefits cards will not be accepted as valid forms of identification)

- ☐ Driver's License ☐ DMV/BMV State ID ☐ Military ID ☐ Tribal ID
☐ US/Foreign Passport/Resident Alien ID ☐ Matricular Consular Card

ID Number: _____ Issue Date: _____ Issue Location: _____ Exp. Date: _____

STEP 4 - Provide Accompanying Documents

Please provide the following documents to Republic Bank:

- (1) A legible copy of the taxpayer's unexpired, government-issued photo ID with the correct spelling of their name
- (2) Proof of new address (a utility bill or bank statement in the taxpayer's name featuring the new address – NOT NEEDED FOR NAME CHANGE ONLY)
- (3) This completed Taxpayer Maintenance Form

STEP 5 - Sign the Form

 Taxpayer Signature: _____

