

Banking Account Change Request

1 Business Information

Business DBA Name: _____ Merchant ID: _____



Business Legal Name: _____

2 Instructions

- Keep your existing bank account open until funds deposit into the new account stated below.
- Provide a copy of a voided check or bank letter. (see second page)
- Contact all payment providers who may be impacted by a change of account, including TeleCheck® (800-366-1054).
- Prevent an ACH reject and funding hold: If there is a debit block on the account you will need to add our originator Company ID to your business checking. Please contact the customer service number on your statement to acquire the Company ID.

3 Enter your new checking account numbers

*Only checking accounts are allowed. See next page for instructions on how to locate the routing and account number.

	ABA/Routing #	DDA/Account #
 Deposit Account where we will deposit your funds	_____	_____
 Withdrawal Account where we will withdraw your fees <input type="checkbox"/> same as my deposit account	_____	_____

Additionally apply change request to: Funds Movement for Gift Card Gift Card ID _____

4 Acknowledgement

By signing below, you acknowledge:

- The bank account associated with this merchant account will be updated as indicated on this form.
- You are the authorized legal signer to submit this change on behalf of the merchant account.
- You authorize us to debit and credit the new bank account as permitted under your merchant processing agreement.

Legal Signer's Printed Name

Date

Legal Signer's Signature

Title

Document Examples

Please attach one of the two required documents to the request

Voided Check Requirements

Starter checks may not be used.

Business DBA or Legal Name
The DBA name or legal name of the business must be preprinted on the check.

Check Number
Check number must be present on the top right and bottom of the check.

ABA Check Routing Number
23456789

DDA/Account Number
000123456789

Check Number
1001

ACH Routing/Transit Number
123456789

The diagram shows a check with the word "VOID" in large black letters across the center. The check includes fields for "Your Name" (1234 Oak, Anytown, USA), "PAY TO THE ORDER OF", "ACH R/T 123456789", and "FOR". The MICR line at the bottom contains the routing number 23456789, the account number 000123456789, and the check number 1001. The top right corner shows the check number 1001. Callouts connect these elements to their respective requirements.

Bank Letter Requirements

Business DBA or Legal Name
The DBA name or legal name of the business must be included on the letter and match the merchant account.

Bank Letterhead
The letter must be printed on official bank letterhead.

Banker Signature
The banker must sign the letter and include their contact information.

Generic Bank & Trust

Regarding: Bobby Bankrate
123 Bankrate Boulevard
New York, NY 10001

To whom it may concern:

The letter is to verify that the business named above has a business checking account with Generic Bank and Trust. The account number is 9999999999 and the ABA number is 888888888. It was opened on 01/01/2017. If you need any additional information on this account, please contact me at the number below.

Thank you,

Tim Teller

Tim Teller
Senior Banker
Generic Bank and Trust
123 Trust Avenue
New York, NY 10001
555-555-5555

The diagram shows a bank letter on "Generic Bank & Trust" letterhead. It includes a recipient address, a subject line, a request for verification, and a signature from Tim Teller, Senior Banker. Callouts connect these elements to their respective requirements.