

Banking Account Change Request

1 Business Information

Business DBA Name: _____ Merchant ID: _____



Business Legal Name: _____ Merchant Email: _____

2 Instructions

- If this change is due to a change ownership, do not complete this form.
- Keep the existing bank account open until funds correctly deposit into the new account stated below.
- Provide a copy of a voided check or bank letter (see second page) associated with the new account.
- This change request only applies to the account identified in this form. If you are receiving funding from any other payment provider you must contact that provider directly to request a similar change if necessary.
- 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.
- Contact your Account Manager or customer service number listed on your statement for any questions.

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.

Deposit Account (funding)	ABA/Routing #	DDA/Account #
	Current banking information	_____
	New banking information	_____
Withdraw Account (fees)	ABA/Routing #	DDA/Account #
	Current banking information	_____
	New banking information	_____

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

4 Acknowledgement

By signing below, you acknowledge: As Client or as Client’s authorized agent, I certify that I have the legal capacity and am authorized to submit this change request and form and that Client is accountholder of both Current Account and New Account. I authorize Fiserv and its respective agents, affiliates, and partners, acting to perform under Client’s Merchant Processing Application and Agreement (and incorporated Program Guide, or “Agreement”) with either such party to make any debits or credits to the New Account and take all other actions in relation to New Account and Current Account as specified in this form and further provided in the terms and conditions of the Agreement between the applicable party and Client.

Legal Signer’s Printed Name _____ Title _____

Legal Signer’s Signature _____ Date _____

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	Check Number
The DBA name or legal name of the business must be preprinted on the check.	Check number must be present on the top right and bottom of the check.

ABA Check Routing Number
123456789

DDA/Account Number
000123456789

Check Number
1001

ACH Routing/Transit Number
123456789

Bank Letter Requirements

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