

MERCHANT SERVICES BANK ACCOUNT CHANGE REQUEST FORM

IMPORTANT – PLEASE READ BEFORE PROCEEDING. ALL APPLICABLE INFORMATION LISTED BELOW IS **REQUIRED** AND MUST BE COMPLETED. THIS REQUEST WILL NOT BE EFFECTIVE UNTIL APPROVED. PLEASE ALLOW 3-5 BUSINESS DAYS FOR PROCESSING AND APPROVAL.

SECTION 1 MERCHANT ACCOUNT HOLDER DETAILS

IMPORTANT: IF THE INFORMATION PROVIDED DOES NOT MATCH THE INFORMATION ON FILE, THE REQUEST WILL NOT BE PROCESSED AND YOU MAY BE REQUIRED TO PROVIDE ADDITIONAL VERIFICATION PRIOR TO APPROVAL.

MERCHANT ACCOUNT NUMBER	<input type="text"/>
LEGAL BUSINESS NAME	<input type="text"/>
DBA NAME	<input type="text"/>
BUSINESS PHONE NUMBER	<input type="text"/>
BUSINESS EMAIL ADDRESS	<input type="text"/>

SECTION 2 CURRENT BANK ACCOUNT DETAILS ON FILE

BANK NAME	<input type="text"/>
TRANSIT ROUTING NUMBER	<input type="text"/>
BANK ACCOUNT NUMBER	<input type="text"/>

SECTION 3 NEW BANK ACCOUNT DETAILS

BANK NAME	<input type="text"/>
TRANSIT ROUTING NUMBER	<input type="text"/>
BANK ACCOUNT NUMBER	<input type="text"/>

SECTION 4 ALTERNATE BANK ACCOUNT DETAILS

IMPORTANT: FOR USE **ONLY** IF YOU HAVE A SEPARATE BANK ACCOUNT FOR THE DEDUCTION FOR FEES. IF YOU HAVE A SEPARATE BANK ACCOUNT FOR FEES ONLY, SECTION 2 AND 3 ABOVE REFERENCES YOUR DESIGNATED DEPOSIT ACCOUNT INFORMATION ONLY.

CURRENT FEES ONLY ACCOUNT

<input type="text"/>
BANK NAME
<input type="text"/>
TRANSIT ROUTING NUMBER
<input type="text"/>
BANK ACCOUNT NUMBER

NEW FEES ONLY ACCOUNT

<input type="text"/>
BANK NAME
<input type="text"/>
TRANSIT ROUTING NUMBER
<input type="text"/>
BANK ACCOUNT NUMBER

PRINCIPAL MERCHANT ACCOUNT HOLDER AUTHORIZATION

PRINTED NAME OF AUTHORIZED PRINCIPAL

TODAY'S DATE

SIGNATURE OF AUTHORIZED PRINCIPAL

If you have any questions, please contact our Merchant Services department at (800) 327-0093 or email us at merchantsupport@merchants-help.com. A processing fee of up to \$25 may be charged to the new checking account.