



ABA/DDA CHANGE REQUEST

Date:	
Merchant Number*:	
Merchant DBA/Business Name*:	
Merchant Email*:	
Merchant (Requestor's Name)*:	
Federal Tax ID*:	
Last 4 Digits of Signers Social Security Number*:	
Merchant Phone Number*:	

OLD ABA/Routing Number*:	OLD DDA/Account Number*:	NEW ABA/Routing Number*:	NEW DDA/Account Number*:

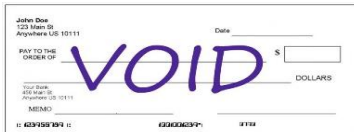
✓ **Please indicate what type of update is being made:**

<input type="checkbox"/>	Check this Box to update ONE bank account on file *This is the same bank account we'll use for your deposits and your agreed monthly fees
<input type="checkbox"/>	Check this Box to UPDATE/ADD A DEPOSITS account ONLY *Your agreed monthly fees will come out of the existing account we have on file or you must set up a new one
<input type="checkbox"/>	Check this Box to UPDATE/ADD A FEES account ONLY *Your deposits will come out of the existing account we have on file or you must set up a new one
<input type="checkbox"/>	Check this Box if you're using NMI Gateway
<input type="checkbox"/>	Check this Box if you're using Profit Stars
<input type="checkbox"/>	Check this Box if you're using Bluechex

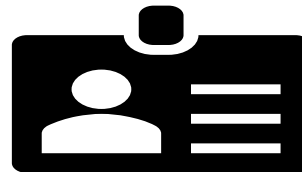
ATTENTION - The Following is REQUIRED to Complete the Bank Change:

A VOIDED CHECK OR BANK LETTER

* Bank letter Must include: bank letterhead with bank rep signature and contact information, the date, merchants DBA and new ABA/DDA numbers.*



The Signers Driver's License



Merchant/Agent must submit ALL required documents. Failure to do so will result in a delay of this update. Once Bank Change is submitted, the bank change will take effect in one business day.

Merchants Signature

* _____
Merchants Printed Name/ Title

* _____
Date

Please note - Only the application signer or authorized contact is permitted to submit bank change requests. Forms submitted by another party will be rejected via a ticket to the agent. **If the merchant uses American Express ESA (Amex deposits are funded directly from Amex), they need to reach out to AMEX directly to finish their bank change.**