

# Banking Account Change Request

## Provide your business information

Effective Date	Merchant ID Number	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Doing Business As Name	Legal Business Name	
<input type="text"/>	<input type="text"/>	

## Enter your new checking account numbers<sup>1</sup>



### Deposit Account

Where we will deposit your funds.

☐ Bank of America checking account

Routing Number\*

Account Number



### Withdrawal Account

Where we will withdraw your fees.

☐ Same as deposit account

☐ Bank of America checking account

Routing Number\*

Account Number

<sup>1</sup>Only checking accounts can be used. \*See next page for instructions on how to locate routing and account numbers.

## Attach your supporting documentation

☐ Supporting documentation is attached

## Acknowledgement

On behalf of the merchant identified above (the "Merchant"), I request that the bank account(s) (the settlement account(s)) associated with the above Merchant ID be updated to reflect the new checking account(s) indicated above (the "New Account(s)"). I represent that I am authorized to submit this change on behalf of the Merchant, and that the New Account(s) belong(s) to Merchant. I authorize you to make any debits or credits to the New Account(s) as may be permitted under my merchant processing relationship with you.

I understand that, if I accept payment types other than Visa, Mastercard and Discover (such as the American Express Card and TeleCheck Services), I am also responsible for contacting the card organizations or companies governing those cards to notify them of this change.

Legal Signer's Signature

Title

Legal Signer's Printed Name

Date

## Take the next steps to complete the update

- **Reply to the email you received** from BankAccountChanges@bankofamericamerchant.com and attach the completed form. If you do not reply to this email directly, the information will not be sent securely. Alternatively, fax completed form to 402-991-9560.
- Your request should be completed within **3-5 business days** after completed form is received with supporting documents attached.
- **Keep your existing settlement account open** until you confirm funds are deposited into the new account.
- **Contact any third party providers** you are receiving statements directly from (for example, American Express) to change your account information.

## \*Voided Check Requirements

Starter checks may not be used.

### DBA or Legal Name

The name and address must match the account information on file.



### Check Number

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

### Routing Number

The routing number (ABA) must be on the bottom of the check.

### Account Number

The account number (DDA) must be on the bottom of the check.

## \*\*Bank Letter Requirements

The bank letter should always be typed.

### DBA or Legal Name

The doing business as or legal name related to the Merchant ID number should be included in the letter.

### Generic Bank & Trust

### Bank Letterhead

The letter must be printed on official bank letterhead.

### Banker Signature

The banker should sign the letter.

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 10387654321 and the ABA routing number is 123456789. 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  
555-123-4567

### Routing & Account Number

Ensure complete ABA (routing #) and DDA (account #) is included.

### Contact Information

The bank officer's name and phone number should be included in the letter.