

Banking Account Change Request



Provide your business information

Effective Date _____

Merchant ID Number _____

Phone Number _____

Doing Business As Name _____

Legal Business Name _____

Enter your new checking account numbers¹

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 _____

¹Only 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@bankofamericerchant.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.

**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.

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

Bank Letterhead

Generic Bank & Trust

The letter must be printed on official bank letterhead.

Banker Signature

The banker should sign the letter.

Tim Teller

Contact Information

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

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.