

# Banking Account Change Request





Merchant Services

## Provide your business information

Effective Date 01/14/2020	Merchant ID Number 345549535887	Phone Number 517.321.4144
Doing Business As Name Labor Law Poster Service	Legal Business Name Labor Law Poster Services, LLC	

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

 <b>Deposit Account</b> Where we will deposit your funds. <input type="checkbox"/> Bank of America checking account	Routing Number* 072412435	Account Number 093692475
 <b>Withdrawal Account</b> Where we will withdraw your fees. <input checked="" type="checkbox"/> Same as deposit account <input type="checkbox"/> 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

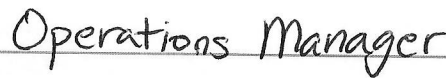
On behalf of the merchant identified above (the "Merchant"), I request that the bank account(s) (the settlement account(s)) associated with the above Merchant ID be updated to reflect the new checking account(s) indicated above (the "New Account(s)"). I represent that I am authorized to submit this change 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

Michael Bishop

Legal Signer's Printed Name



Title

01/14/2020

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.