

Banking Account Change Request



Merchant Services

Provide your business information

Effective Date 11/28/2018	Merchant ID Number 3892069800015511	Phone Number (517) 321-4144
Doing Business As Name Labor Law Poster Service	Legal Business Name Labor Law Poster Service LLC	

Enter your checking account numbers¹



Deposit Account

Where we will deposit your funds.



Withdrawal Account

☒ Same as deposit account

Where we will withdraw your fees.

Provide your current checking account numbers*

Routing Number 072413450	Account Number 3036398
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Provide your current checking account numbers*

Routing Number	Account Number
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Provide your new checking account numbers*

Routing Number 072403473	Account Number 01153475824
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Provide your new checking account numbers*

Routing Number	Account Number
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¹Only checking accounts can be used. *See next page for instructions on how to locate routing and account numbers.

Select the supporting document you will provide*

Check the box next to the supporting documentation you are supplying and attach it as a second page to this document.

☐

Voided Check

☒

Bank Letter

*See next page for examples of documentation requirements.

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

Justin Fata
Legal Signer's Printed Name

Member / VP
Title

11/28/18
Date

Take the next steps to complete the update

- After you complete the form, reply to the email you received from BankAccountChanges@bankofamericamerchant.com. If you do not reply to this email directly, the information will not be sent securely.
- After we receive the form, your request should be completed within 3 business days.
- Keep your existing settlement account open until you confirm funds are deposited into the new account.
- If you are receiving statements directly from a third party providers (e.g. American Express) you must contact them directly to change your account information.