

BANK ACCOUNT CHANGE REQUEST FORM

All sections with an asterisk () are required to be filled out*

*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:

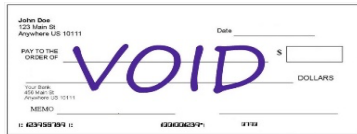
***Please indicate what type of update is being made: ✓**

	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
	Check this Box to UPDATE or 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
	Check this Box to UPDATE or 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
	Check this Box if you're using NMI Gateway
	Check this Box if you're using Profit Stars
	Check this Box if you're using Bluechex

ATTENTION - The Following is REQUIRED to Complete the Bank Change in addition to this Form:

*** A VOIDED CHECK OR BANK LETTER**

Note: Bank letters Must include bank letterhead with bank rep signature and contact information, the date, merchant's legal name or DBA as well as the new ABA/DDA numbers.



***Form of ID from the Authorized Signer (Non-Expired)**

Note: You can provide only one of the following [Military IDs are NOT accepted]

- Driver's License ● US state issued ID ● Passport (card of book) ● Alien Registration card/visa ● Any government issued ID card that bears a photograph or other biometric identifier ● Native American tribal card ● Mexican Consular ID ● State issued marriage certificate ● Certified copy of Legal name changes or divorce decree

Merchant/Agent must submit ALL required documents. Failure to do so will result in a delay of this update. Once Bank Change Ticket is submitted, the bank account update will take effect in between 1-2 business days.

***Merchant's Signature**

***Merchant's Printed Name and 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. Also, If the merchant uses American Express ESA (Amex deposits are funded directly from Amex), merchant needs to reach out to AMEX directly if they wish to update their bank account for their Amex deposits too.

Please email form back to mainfax@cardconnect.com or fax to 484.581.2201