

Bank Account Change Request Form

Please complete the attached Bank Account Change Request Form to update your bank account information. This account may also be referred to as your “designated deposit account” or your “DDA” in your written agreement with Global Payments for transaction processing services.

Important

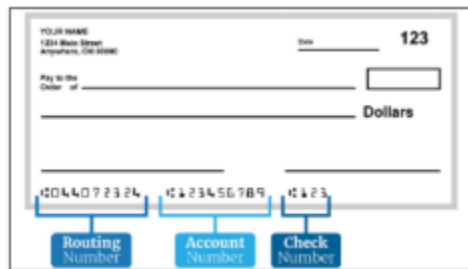
Complete all required fields (marked with *). Missing information may cause delays. Please carefully review the form and documents before submitting them.

What You Need to Provide

- A voided check (temporary checks are acceptable if pre-printed by the bank).
- OR -

If you don't have a check, ask your bank for a letter. The letter must:

- Be on bank letterhead.
- Include your new account number and routing number.



- State the type of your account (checking or savings).
 - List the account holder's name (must match your business name if LLC/INC).
 - Confirm that the account can accept ACH payments.
 - Be signed by a bank representative.
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Additional Notes

- The account owner(s) must sign the Bank Account Change Request Form.
- A copy of a current government-issued ID, such as a driver's license, may be requested if signatures don't match records.
- Submit the completed Bank Account Change Request Form and attachments using the method provided by your representative. If your request includes more than one bank account (for example, separate accounts for deposits, fees, returns, or invoices), provide the additional account details in Section 3 below or attach instructions from your Relationship Manager or Partner.
- Your requested changes will be processed only after all information has been verified by our internal team.

SECTION 1: BUSINESS INFORMATION

Doing Business As (DBA) Name*

Legal Name*

(As shown on your business income tax returns. For sole proprietors, this should always be the owner's name.)

Merchant Identification Number (MID)*

Tax ID (Last 4 digits)*

Contact Name*

Contact Phone Number (Preferred) or Email Address*

SECTION 2: BANKING INFORMATION

CURRENT ACCOUNT INFORMATION

(Required for verification of the account type that is changing)

Current Bank Name*

Current Account Type*

Current ABA/Routing Number (Last Four Digits)*

Last Four Digits of Current Account Number*

NEW ACCOUNT INFORMATION

New Bank Name*

New Account Type*

New ABA/Routing Number*

New Account Number*

Bank Letter / Voided Check Attached* _____

SECTION 3: ADDITIONAL INFORMATION

Reason for change:*

- Ownership Change
- Legal Status Change
- Dissatisfied with Bank
- Dissolved Partnership
- Change of Goods/Services Sold
- Other

If "Other," explain:

For Ownership Change: If your business has a new legal name and new Federal Tax ID, a new merchant account is required. This form cannot be used to update banking information for a new business entity.

For multiple bank accounts: If your request includes more than one bank account, provide additional information here or attach separately.

SECTION 4: AUTHORIZATION AND CERTIFICATION

By signing below, I certify that I am an authorized representative of the company identified above ("Merchant") and that I hereby authorize Global Payments to make the above changes to Merchant's account.

I further certify that the information provided above is accurate and complete.

I understand that incomplete, inaccurate, or illegible information may delay processing.

I hereby authorize Global Payments to debit and credit the above bank account in accordance with the terms of Merchant's written agreement with Global Payments for transaction processing services.

Authorized Signer Name (Printed)*

Authorized Signature*

Date*

SECTION 5: OFFICE USE ONLY

Received Date

Reviewed By