

Bank Account Change Form

Ticket Number: _____

Merchant Number: _____

Today's Date: _____

INSTRUCTIONS:

In order to change your bank account information we have on file, please complete the following steps.

Note: We can only update your Visa/MasterCard accounts. Please remember to share your updated information with any associated accounts. (i.e. AMEX/Discover, Lease Companies, Check Services, etc.)

Step 1: Fill in the following information:

DBA Name: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Principal Owner #1: _____

(Please print)

Principal Owner #2: _____

(If applicable) (Please print)

Step 2: Include the banking information for your new account:

- Send a voided check with your current business address preprinted on it. (Starter checks are not acceptable)

OR

- A letter from the bank with the following information:
 - Must be on the bank letterhead
 - Signature and phone number of bank official
 - Name of principal owner(s) of the account
 - Address of account holder
 - Full bank account number and routing number
 - Merchant number (provided above)

Step 3 : Please update my bank account information: (Visa and MasterCard)

Account Number: _____

Routing Number: _____

Are there other individuals that have access to these funds other than the principal owner(s) of this merchant account? **Y / N**

If yes, I acknowledge that _____ is on this bank account and has access to these funds.

(Print individuals name)

Signature of Principal Owner #1: _____ Date: _____

Signature of Principal Owner #2: _____ Date: _____
(If applicable)

Are you also changing your business address with us and submitting an Address Change form? **Y / N**

Step 4: Return documentation:

Fax – 248-283-6181

Mail – 250 Stephenson Hwy
Troy, MI 48083

Thank you for your cooperation and choosing us as your credit card processor.
Phone#: 800-226-2273