

Banking Account Change Request

Provide your business information

Effective Date _____	Merchant ID Number _____	Phone Number _____
Doing Business As Name _____		Legal Business Name _____

Enter your checking account numbers¹



Deposit Account

Where we will deposit your funds.

Provide your *current* checking account numbers*

Routing Number _____	Account Number _____
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Provide your *new* checking account numbers*

Routing Number _____	Account Number _____
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Withdrawal Account

Same as deposit account

Where we will withdraw your fees.

Provide your *current* checking account numbers*

Routing Number _____	Account Number _____
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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

Title

Legal Signer's Printed Name

Date

Take the next steps to complete the update

- After you complete the form, return it to fax number _____ or 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 24-48 business hours.
- 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.

*Voided Check Requirements

Starter checks may not be used.

DBA or Legal Name

The name and address must match the account information on file.

Check Number

Check number must be on the top right and bottom of the check.

Routing Number

The routing number (ABA) must be on the bottom of the check.

Account Number

The account number (DDA) must be on the bottom of the check.

**Bank Letter Requirements

The bank letter should always be typed.

DBA or Legal Name

The doing business as or legal name related to the Merchant ID number should be included in the letter.

Regarding: Bobby Bankrate
123 Bankrate Boulevard
New York, NY 10001

To whom it may concern:

The letter is to verify that the business named above has a business checking account with Generic Bank and Trust. The account number is 10387654321 and the ABA routing number is 123456789. It was opened on 01/01/2017. If you need any additional information on this account, please contact me at the number below.

Thank you,

Tim Teller

Tim Teller

Senior Banker
Generic Bank and Trust
123 Trust Avenue
New York, NY 10001
555-123-4567

Banker Signature

The banker should sign the letter.

Contact Information

The bank officer's name and phone number should be included in the letter.

Bank Letterhead

The letter must be printed on official bank letterhead.

Routing & Account Number

Ensure complete ABA (routing #) and DDA (account #) is included.