

# Changing Your Merchant Services Account

Changing your bank account is easy and straightforward—WordStock will make these changes for you, but we need to know:

1. Your Bank of America Merchant Services [BAMS] ID number;
2. The number of your Deposit Demand Account [DDA], *i.e.*, the account where your funds are deposited. It appears on your checks in the lower corner, after your bank's Routing Number;
3. Your Routing Number [RT], which is the unique 9-digit number assigned to your bank; it's the number in the lower left corner of your checks.

Store Name:	_____
Address 1:	_____
Address 2:	_____
City:	_____
State:	_____
Zip:	_____
Contact:	_____
Phone:	_____

**Please fax your completed, printed form to:**

**Ms. Diane Drabb**  
Account Manager,  
Client Executive Management  
Bank of America Merchant Services  
Fax: 402.916.2719  
Tel: 502-315-7609  
Email: [diane.drabb@bankofamericamerchant.com](mailto:diane.drabb@bankofamericamerchant.com)

<b>AUTHORIZED BY</b>	
<i>I have requested and authorized these changes to my account(s):</i>	
Name:	_____
Signature:	_____
Date:	_____

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## Checklist of information needed to check your bank account with Bank of America Merchant Services

1. A signed letter from the Merchant with the following information:

a. The 16-digit Merchant ID(s) affected: **00000496**\_\_\_\_\_ [enter the last 8 digits of your ID#]

b. **Old** banking information (both DDA & RT numbers):

DDA #: \_\_\_\_\_ RT #: \_\_\_\_\_

c. **New** banking information (both DDA & RT numbers):

DDA #: \_\_\_\_\_ RT #: \_\_\_\_\_

d. Effective date: \_\_\_\_\_

2. With your letter, include one of the following:

a. A preprinted voided check from the new account; **or**

b. A signed letter from your bank stating the following:

- i. New banking information;
- ii. Name on the account;
- iii. Attests that the account is open and active.

<b>Please note that you must allow 3-5 business days for the change to be effective as there are several systems that must be updated.</b>
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<b>If you accept American Express, be sure to update account information with them.</b>
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