Merchant Services
ABA / DDA CHANGE REQUEST

Date:	
Merchant Number*:	
Merchant DBA*:	
Merchant Email*:	
Merchant (Requestor's Name)*:	
Federal Tax ID*:	
Last 4 Digits of Signers Social Security Number*:	
Merchant Phone Number*:	

What type of account is being updated? (Please Check) ✓

	Deposits & Fees (1 Account on File)
	Add/Update Deposits
	Add/Update Fees
	ACH (ProfitStars)
	ACH (BlueChex)

Bank Name:	
Bank Phone Number:	

	Old Values	**New Values**
ABA / Routing Number*:		
DDA / Account Number*:		

✓	**ATTENTION - The Following is REQUIRED to Complete the Bank Change:**

	A voided check from the new bank account with DBA/Legal name & address printed on check.* **OR** **An official bank letter that includes: bank letterhead with bank rep signature and contact information, the date, merchants DBA and new ABA/DDA numbers.**

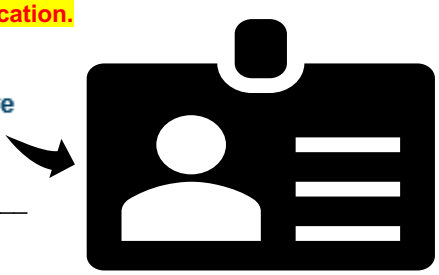
Are you using any other products that require bank account updates?

	Please check if the merchant is processing using the NMI Gateway.
	Please check if the merchant has a PROFIT STARS account.
	Please check if the merchant is accepting BlueChex.

Merchant/Agent must submit ALL required documents. Failure to do so will result in a delay of this update. Once Bank Change is submitted, the bank change will take effect in one business day. **If the original application was signed digitally, please submit a copy of your Driver's License or an equivalent government issued form of identification.**

* _____
Merchant's Signature

Attach Driver's License Here



* _____ * _____
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. **If a merchant is using AMEX ESA they need to reach out to AMEX directly to finish their bank change.**

* ***Indicates a required field***

PLEASE FAX COMPLETED FORMS TO 484-581-2201 (SALES AGENTS MAY SUBMIT THROUGH COPILOT TICKETING SYSTEM BY UPLOADING THE APPROPRIATE ATTACHMENTS)