

# CHANGE OF BANK ACCOUNT REQUEST FORM

MERCHANT ACCOUNT INFORMATION	
DATE:	MERCHANT ID NUMBER:
ACCOUNT OWNERS NAME:	
BUSINESS NAME (DBA):	
PHONE NUMBER:	
NEW BANK / DDA / ROUTING INFORMATION	
BANK NAME:	
ACCOUNT NUMBER:	ROUTING NUMBER:
MERCHANT SIGNATURE	
PURSUANT TO THE TERMS OF THE PRIORITY PAYMENT SYSTEMS MERCHANT SERVICES PROGRAM GUIDE AND THE MERCHANT PROCESSING APPLICATION AND AGREEMENT (CLIENT AGREEMENT), I (WE) HEREBY AUTHORIZE PRIORITY PAYMENT SYSTEMS LLC TO INITIATE DEBIT AND CREDIT ENTRIES AND ADJUSTMENTS TO MY (OUR) CHECKING/SAVINGS ACCOUNT, LISTED ABOVE, AS ALLOWED UNDER THE MERCHANT PROCESSING AGREEMENT AND PROGRAM GUIDE AND UNDER ANY AGREEMENTS WITH OUR AFFILIATES FOR RELATIVE SERVICES, AS WELL AS ANY ENTRIES IN ERROR. I ALSO AUTHORIZE THE FINANCIAL INSTITUTION, LISTED ABOVE, TO EFFECT UNTIL I (WE) HAVE GIVEN WRITTEN NOTICE TO THE FINANCIAL INSTITUTION WHERE MY (OUR) ACCOUNT IS MAINTAINED AND THAT ALL MONIES DUE UNDER THE CLIENT AGREEMENT AND UNDER ANY OTHER AGREEMENTS WITH US OUR AFFILIATES FOR ANY RELATED SERVICES HAVE BEEN PAID IN FULL.	
I (MERCHANT) AGREE, BY MY SIGNATURE BELOW, TO THE ABOVE CHANGES AND I FURTHER AGREE TO THESE CHANGES WITH REGARDS TO PROGRAMING. I HAVE ENCLOSED A VOIDED PRE-PRINTED CHECK OR BANK LETTER FROM THE NEW BANK ACCOUNT.	
MERCHANT SIGNATURE:	

**NOTE:** TEMPORARY CHECKS ARE NOT ACCEPTABLE. A VOIDED PRE-PRINTED CHECK OR A BANK LETTER FOR THE NEW ACCOUNT MUST BE ATTACHED (IF MAILED) OR FAXED ALONG WITH THIS FORM TO THE FAX NUMBER AT THE BOTTOM. IF THE NEW PRE-PRINTED CHECKS ARE NOT READY AT THE TIME OF SUBMITTING THIS FORM, PLEASE ENCLOSE A LETTER FROM YOUR BANK. THIS LETTER MUST BE ON THE BANK'S LETTERHEAD, WITH YOUR BUSINESS NAME AND ADDRESS LISTED ALONG WITH THE OWNER'S FULL NAME AND THE NEW BANK ACCOUNT AND ROUTING NUMBERS.

**\*\*THIS LETTER MUST BE SIGNED BY A BANK OFFICER, FOR THIS REASON EMAILS FROM THE BANK ARE NOT ACCEPTABLE\*\***

IF YOU HAVE CHANGED THE *CORPORATE NAME, OWNERSHIP, PARTNERS OR CHANGED FROM SOLE PROPRIETOR TO CORPORATION*, YOU **MUST** FILL OUT A NEW MERCHANT APPLICATION.

**\*\*REQUIRED DOCUMENTATION: PRE-PRINTED VOIDED CHECK OR BANK LETTER\*\***

PLEASE RETURN CHANGE OF BANK ACCOUNT REQUEST FORM BY FAX TO 888.209.4888