

## **BANK ACCOUNT CHANGE REQUEST**

MERCHANT NUMBER \_\_\_\_\_

Date: \_\_\_\_\_

### **\*\*\* Required Information – Please read carefully \*\*\***

Please include a copy of a voided check with a pre-printed address. If you do not have a check with a pre-printed address (starter check) you must submit a Bank Letter including:

- On Bank Letterhead
- Signature of Bank Official
- Phone number of Bank Official
- Name of owner(s) on the account
- Address of account holder
- Full account and routing numbers
- Merchant number provided above.

### **Please fill in the below information:**

BUSINESS NAME: \_\_\_\_\_

MERCHANT'S PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

MERCHANT'S E-MAIL: \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_ TITLE: \_\_\_\_\_

Principal is defined as the original signer on contract.

Please update my file to reflect that I am changing my bank account, here is my new

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Signature of Principal \_\_\_\_\_

**Note:** Only the owner(s) of the account may make bank account changes. If more than one owner, both owners are required to sign.

**PLEASE FAX THIS DOCUMENT TO: 216-674-3110**

*Mailing address: 555 Franklin Ave. Hartford, CT 06114*