



Processing Center
 30-30 47th Avenue | 9th Floor
 Long Island City, NY | 11101
 Tel: 800-933-0064
 Fax: 718-559-4822

CHANGE OF BANK ACCOUNT REQUEST

Date: _____

To: _____

New Bank/DDA/Routing Information:

From: _____

Owner's Name

Bank Name:

Business Name

Acct. Number:

Merchant Number

Routing Number:

I (Merchant) agree, by my signature below, to the above changes and I further agree to these changes with regards to programming. I have enclosed a voided pre-printed check from the new bank account.

X _____
 Merchant Signature

_____ Call Back Contact Number

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 to: **(718) 559-4822**

**If you have changed Corporate Name, Ownership, Partners, or changed from Sole proprietor to Corporation, you MUST fill out a new application.

***Validation of New Bank Account Information is required. Customer Service will Contact you for Completion upon receiving this request.

For American Express, Discover and/or Diners Club, please contact them directly at:

AMERICAN EXPRESS	(800) 528 - 5200
DISCOVER	(800) 347 - 2000
DINERS CLUB	(800) 525 - 7376

New Bank/DDA/Routing Information

PLACE VOIDED CHECK HERE