



DDA/DBA Change Instruction Sheet

If changing checking account the following is required:

- Completed change request form
- Signature on change form must correspond with signer on merchant application
- Void check must be pre-printed if not bank letter is required

Note: If supplying bank letter it must include the checking account number, bank routing number, name of business and signers on account.

If changing business name the following is required:

- Completed change request form
- Signature on change form must correspond with signer on merchant application
- Documents supporting name change (see change form for examples)

Note: Failure to provide the required documentation may delay your request.