



QuickBooks Merchant Services

Checking Account Change Request Form



Please fax this form with a copy of a **PRE-PRINTED VOIDED CHECK** associated with the checking account that should receive deposits from your merchant account, to the Quality Assurance Department at **(818) 301-2158**

The requested changes to your DDA will not be effective until the required documents are received and verified. Notification of a successful change will be sent to you via an email. To ensure that your notification is received in a timely manner, please be sure to provide your current email address.

X My current email address is: _____@_____

(ALL ITEMS IN BOLD MUST BE PROVIDED)

Thank you for your cooperation and thank you for allowing us to serve your bankcard processing needs!

X Merchant Name: _____ **X Merchant Number:** _____

IMPORTANT: If the business name (DBA) on the check does not match the name on your merchant account, the request cannot be processed until a Business Name Change Form has been completed. Please contact Merchant Services at (800) 397-0707 for a copy of this form.

Old Banking Information:

X Bank Name _____ **X Bank Phone Number** _____

X Transit Routing Number / ABA Number _____ **X Account Number** _____

New Banking Information ***

(STARTER CHECK WILL REQUIRE A BANK LETTER)

X Bank Name/Contact _____ **X Bank Phone Number** _____

X Transit Routing Number / ABA Number _____ **X Account Number** _____

X Name _____ | **X Sign** _____ **X Date** _____
Printed Name & Signature of Authorized Principal

NOTE: The signer of this request must correspond to the signer of the Merchant Application

If you have any questions, please contact our Merchant Services Department at (800) 558-9558