

Merchant Services

BANK ACCOUNT NUMBERS FOR ACH DEBIT/CREDITS CHANGE REQUEST FORM

**IMPORTANT – PLEASE READ BEFORE PROCEEDING:
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM AND A VOIDED CHECK TO
MERCHANT SERVICES AT (775-284-8999)
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED
DOCUMENTS ARE PROVIDED AND APPROVED.**

Merchant Name: _____

Merchant Number: _____

IMPORTANT: If the merchant name on the check is different than the current name on the merchant account, the request will not be processed without a completed Business Name Change Form. Please contact Merchant Services at (866) 779-4787.

IMPORTANT: This banking account change only applies for Visa/Master card Deposits. Please contact Amex (800) 528-5200 and Discover (800) 347-2000 to make changes for these card types.

Old Banking Information:

Bank Name

Bank Phone Number

Transit Routing Number/ ABA Number

Account Number

New Banking Information: (Must Be Checking Account)

Bank Name

Bank Phone Number

Transit Routing Number / ABA Number

Account Number

Signature of Authorized Principal
(as specified on the Original Merchant Agreement/ Application)

Date

A \$25.00 processing fee will be charged to the new checking account.