

# MERCHANT SERVICES

## BANK ACCOUNT NUMBER FOR ACH DEBITS / 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  
DATA PROCESSING AT (516) 921-9488.**

**THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED  
DOCUMENTS ARE PROVIDED AND APPROVED.**

*Thank you for your cooperation.*

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 (877) 964-1622 or via email to [support@Inbcard.com](mailto:support@Inbcard.com) for a copy of this form.**

### Old Banking Information:

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank Phone Number

\_\_\_\_\_  
Transit Routing Number / ABA Number

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

### New Banking Information: (Must be a checking account)

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank Phone Number

\_\_\_\_\_  
Transit Routing Number / ABA Number

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

\_\_\_\_\_  
**Signature of Authorized Principal**

(as specified on the Merchant Application/Agreement)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Phone**

You must contact American Express (800) 528-5200 and Discover/Novus (800) 347-2000, directly to change your checking account information with them.

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