

# DDA Change Directions

Attached is our DDA Change form. This form is used to update your bank account information for your processing account.

Please fill out the form in its entirety.

Please attach a voided check to the form. We do accept temporary checks as long as they are preprinted by the bank (we do not accept hand written or typewriter generated checks from the bank).

If you do not have a check for your bank account, please request a bank letter from your bank to provide to us. The bank letter must:

- Be on bank letter head
- Contain the full account and routing number
- State the type of account (ex: checking or savings)
- State if it is a business or personal account
- The name associated with the bank account

If your business is an LLC or INC please ensure it is printed with your company name.

If your business is an equal partnership please indicate that both partners have signing rights to the bank account.

- Indicate that the bank account type is able to accept unlimited ACH debit and credits
- Be signed by a representative of the bank

Please ensure the owner (or owners) of this processing account signs the form clearly. It is recommended but not required at this point to send a copy of your driver's license. If your signature does not match the one we have on file we will request identification from you for security purposes. Please note we will not complete your DDA change until we have met our security procedures for your protection.

Please return this form to Fax: 888-300-9973 or [funding@merchantserviceshq.com](mailto:funding@merchantserviceshq.com).

Thank you for your business and have a great day!

## DDA / ACH CHANGE FORM

### MERCHANT INSTRUCTIONS

| FAX INSTRUCTIONS  | MAILING INSTRUCTIONS  |
|---|---|
| Please complete the form below and fax it with a voided check attached to:<br><b>Fax: 888-300-9973</b><br><b>Attn: Merchant Services</b><br><b>Or email: <a href="mailto:funding@merchantserviceshq.com">funding@merchantserviceshq.com</a></b> | Please complete the form below and mail it to:<br><b>Merchant Services</b><br><b>21650 Oxnard St. Suite 1200</b><br><b>Woodland Hills, CA 91367</b> |

*Important Notes: 1. If you also accept American Express or use check processing services or gift cards, you should call those companies to change your bank account information with them. 2. If your change falls under any of the following reasons your account contract may need to be re-written which will delay the change process: Change in legal status, change in ownership, legal name change of business, business type change. 3. A \$20 fee will be charged for each change.*

### REQUIRED INFORMATION

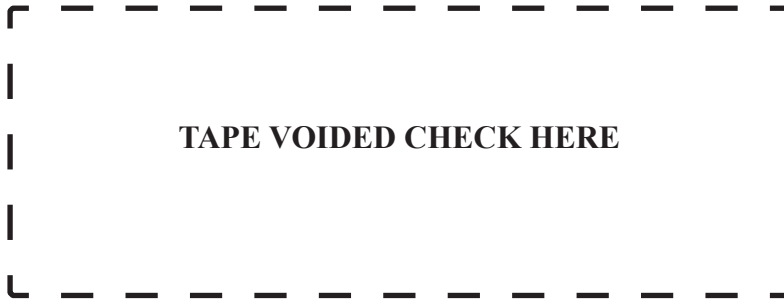
*In accordance with the terms set out below, I authorize the following change(s):*

|                      |                         |
|----------------------|-------------------------|
| DBA NAME OF ACCOUNT  | MERCHANT NUMBER (MID#): |
| BANK ROUTING NUMBER: | BANK ACCOUNT NUMBER:    |
| BANK NAME:           | BANK PHONE NUMBER:      |

REASON FOR CHANGING BANK ACCOUNT: (Some responses may require additional information)

- Ownership Change  
  Legal Status Change  
  Dissatisfied with Bank  
  Dissolved Partnership  
  Change of Goods/Services Sold  
 Other \_\_\_\_\_

### ATTACH VOIDED CHECK IN THE SPACE BELOW



NOTE: YOUR SIGNATURE IS NEEDED FOR THIS CHANGE

### DECLARATION

MERCHANT desires to effect settlement of credits and debits from the CLEARING ACCOUNT by means of ACH and wire transfer in conjunction with the processing of credit card transactions as anticipated by AGREEMENT. In accordance with this desire, MERCHANT authorizes initiation of debit and credit entries to the CLEARING ACCOUNT and DEPOSITORY ACCOUNT (the details of which are set out below.) By signing this authorization, MERCHANT states that he has authority to agree to such transactions and the DEPOSITORY ACCOUNT indicated is a valid and legitimate account for the handling of these transactions. This authority is to remain in effect until written notice is received from MERCHANT withdrawing it. This authorization is for payment of SALES and returns, FEES, CHARGEBACKS, Discount, Processing Fees, rejects and miscellaneous fees. MERCHANT also certifies that the appropriate authorizations are in place to allow MERCHANT to authorize this method of settlement. All changes to the identification of the DEPOSITORY ACCOUNT under this authorization must be made in writing in accordance with AGREEMENT. MERCHANT understands that if the information supplied as to the ABA Routing Number and Account Number of the DEPOSITORY ACCOUNT is incorrect, and funds are incorrectly deposited, every effort will be made to assist MERCHANT in the recovery of such funds but has no liability as to restitution of the same.

X
  
 Authorized Signature of Merchant Account Date

Signer's Name (Please Print) Signer's Title