

# Bank Account Change Request Form

## INSTRUCTIONS:

- Please read this form in full, complete all blanks, and be prepared to provide the documentation requested in the attachment form.
- It may take several days to complete this change request. Keep your existing settlement account open until your funds are deposited into the new account.
- Confirm that you receive all the processing funds in your new account correctly. If there is any issue, please call the customer service number on your statement so that we can correct any problems.

Merchant ID \*

Business DBA Name: \*

Business Legal Name \*

Request Generated By \*

(User name entering request)

Request Date & Time \*

Business Phone

Contact Name

(Contact name if different from User name)

Contact Email Address \*

**BANK ACCOUNT DETAILS:** You must enter both current and new bank account information.

| Information | Current | New |
|-------------|---------|-----|
| Bank Name   | *       | *   |

# Bank Account Change Request Form

|                          |   |   |
|--------------------------|---|---|
|                          |   |   |
| Bank Branch City         | * | * |
| Beneficiary/Account Name | * | * |
| Routing Number           | * | * |
| Account Number           | * | * |

**ACKNOWLEDGMENT:** On behalf of the merchant identified above (the “Business Legal Name”), I request that the bank account (the settlement account) associated with the above Merchant ID, be updated as indicated on this form.

I represent that I am authorized to submit this change on behalf of the merchant identified above, and that the New Account is an account belonging to that business. I authorize Launchpay to make any debits or credits to the New Account as may be permitted under my merchant processing relationship with Fiserv.

### Name of Responsible Party \*

(You must be authorized to make this request on behalf of the merchant.)

**PLEASE PROVIDE/UPLOAD** at the following required documentation:

1. Proof of Request by merchant (email, letter, other).
2. Bank Documentation (at least one of the following)
  1. Cancelled Check (no temporary checks, must have DBA name and address) OR
  2. Bank Letter on bank letterhead, with signature, showing DBA and account details OR
  3. Recent Bank Statement (Last Three Months)

### Required Documentation Upload \*

**NOTE:** Bank account changes may require additional validation and can take up to 48 hours to process.