



# Bank Account Change Request Form

## ABA / DDA

Please submit the following information to modify the bank account information related to your merchant account with CardConnect. Please type or print neatly (the application will be returned if illegible).

**IMPORTANT:** ONLY the merchant account owner/signer is permitted to submit a bank account change request form and the signature must match what is on file at the time of submission. If the form is signed with a handwritten signature (pen to paper), a copy of the signer's driver's license is required. If the form is signed digitally, a digital receipt must accompany the change request form, as well as, a copy of the signer's driver's license.

**\*\*Forms submitted by another party on behalf of the merchant account owner/signer or by any other party will be rejected.\*\***

If you are unsure who the merchant account owner/signer is please email GiveSmart Support at [support@givesmart.com](mailto:support@givesmart.com) and the current on-file information will be shared with you.

### **Please fill in all of the information below:**

Merchant ID Number (MID)	_____
Merchant Federal Tax ID	_____
Merchant Phone Number	_____
Existing ABA Routing Number	_____
<b>New</b> ABA Routing Number	_____
Existing DDA Account Number	_____
<b>New</b> DDA Account Number	_____

### **ATTENTION – The following attachments are REQUIRED to complete the bank account update:**

- 1) The completed Bank Account Change Request Form signed by the account owner/signer. *The account owner/signer must request this update in an email. If submitting this form via fax, please include on the cover sheet that the legal name and or TIN is to be updated.*
- 2) Scan of a voided business check **OR** a Bank Letter  
-The bank letter should be on bank letterhead, dated within 90 days, include the organizations name, routing/account numbers, and a signature from a banker with contact information.
- 3) A bank letter verifying ACH withdrawal ID# G592126793 has been added to the account.
- 4) The account owner/signer must provide the form with a handwritten signature (pen to paper) and a copy of the signer's driver's license is required. If the form is signed digitally, a digital receipt must accompany the change request form, as well as, a copy of the signer's driver's license.

## Merchant Signature

I certify that I am either the current legal account owner/signer and/or business owner and that the above change does not represent a change in ownership. I further certify that I am authorized to approve the above changes for the merchant named and the information supplied is both true and accurate.

I authorize you to request and obtain from a consumer-reporting agency, personal and business consumer reports. I also authorize you to obtain subsequent consumer reports in connection with the maintenance, updating, renewal, or extension of the merchant agreement. I agree that all references, including banks and consumer reporting agencies, may release any and all personal and business credit financial information to you.

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Account Owner/Signer Signature

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Date

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Account Owner/Signer Printed Name

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Merchant's Title

### Form Submission Steps:

- 1) Please email this form and the required documentation to [support@givesmart.com](mailto:support@givesmart.com). If you are faxing, please see the number listed on the attached cover sheet. We ask you submit all required documentation together to ensure your form is processed as quickly as possible.
- 2) Please be aware that it can take at least **7-10 business days** upon submission of this form to implement changes.
- 3) The GiveSmart agent will email you once the update has been completed by CardConnect.

**Cover Sheet  
For Office Use Only**

Date: \_\_\_\_\_

Givesmart Support Phone Number: (855) 322-4483

Givesmart Fax Number: (737) 225-8876

Merchant DBA Name: \_\_\_\_\_

**\*Will display on receipts for all entities**

Merchant Tax ID #: \_\_\_\_\_

**Bank Account Update Request:  
As the account owner/signer  
on file for this merchant account,  
please update the Bank  
Account on file.**

\_\_\_\_\_  
(Account Owner/Signer Signature)