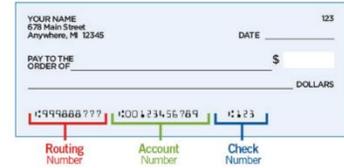# Bank Account Change

Bank Account Change Requirements

1. The **owner/officer** of the company must complete and sign this form.
2. Send a corresponding **Voided Pre-printed Check** *or* **Bank Letter** for the new account(s). *(Starter Checks, Temporary Checks, & Deposit Slips are not acceptable.)*
3. Attach a copy of the account **owner/officer's Driver's License** *or* **Government-Issued Photo ID**.

Current Bank Account Information

Current Merchant Bank Account Information	
SETTLEMENT ACCOUNT	
ROUTING NUMBER – *9 digits*	ACCOUNT NUMBER
BILLING ACCOUNT ☐ *Check if same as SETTLEMENT ACCOUNT*	
ROUTING NUMBER – *9 digits*	ACCOUNT NUMBER

New Bank Account Information

New Merchant Bank Account Information	
SETTLEMENT ACCOUNT *This account will be debited for credit (refund) transactions/late returns and credited for debit (payment) transactions. Please ensure ACH Debits are enabled for this account.*	
ROUTING NUMBER – *9 digits*	ACCOUNT NUMBER
If not a Business Checking account, please indicate account type:	
BILLING ACCOUNT ☐ *Check if same as SETTLEMENT ACCOUNT* *While standard processing fees will not be billed directly to merchants using the Cash Discount Program, any monthly and one-time fees indicated on the application will be automatically debited from the bank account listed below. Please ensure ACH Debits are enabled for this account.*	
ROUTING NUMBER – *9 digits*	ACCOUNT NUMBER
If not a Business Checking account, please indicate account type:	
Additional Information	
COMPANY NAME	SITE ID / MERCHANT ID
REASON FOR BANK CHANGE	

I hereby certify that I am a duly appointed authorized agent to sign on behalf of the Company and I authorize iCheckGateway.com to credit and debit the above account(s) as agreed in the ACH Processing Agreement.

Owner/Officer Signature: _____ **Date:** _____

Print Owner/Officer Name: _____ **Title:** _____

Email Address: _____ **Phone:** _____