

**Direct Deposit Account (DDA) Change Request**

<b>Merchant Number:</b>	
<b>Corp Name:</b>	
<b>DBA Name:</b>	
<b>DBA ADDRESS:</b>	
<b>OPEN Date:</b>	
<b>Contact Telephone Number:</b>	
<b>Fax Number:</b>	

**Name of Requestor:** \_\_\_\_\_  
(Please print requestor name. Name must be legible)

**Title of Requestor:** \_\_\_\_\_  
(Note: Only the Owner, Controller, or Corporate Secretary may make a DDA Change request)

**Signature of Requestor:** \_\_\_\_\_  
(Your signature is authorization to update your DDA and/or address and is your verification the information is correct)

**IMPORTANT INFORMATION:** Please return the signed form to us including a copy of an imprinted, voided check (not a starter check) or a letter from your bank with the name of your business, account number, and routing number.

Your Corp Name or DBA name must match what is imprinted on your check. The address must also match. If you would like us to update your address with new information, please use the space provide below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reminder:** If you receive funding payments for your non bank cards (American Express or Discover), please be sure to contact them to have your banking information changed to avoid any delays.

Discover Customer Service: 1-800-347-2000 (only if Discover funds you directly)  
AMEX Customer service (Credit Cards): 1-800-528-4800

Fax to  
1-800-434-8616

## Merchant Bank Change Request

Two options are available to make a checking account change to your merchant account.

1. Send us a written request on company letterhead as well as a copy of the voided check. Please be sure to include the following information:
  - Merchant Number
  - Business Name
  - Bank Routing Number
  - Bank Account Number
  - Original contract signer's signature
2. Fill out and send the attached Direct Deposit Account (DDA) Change Request form with a copy of the voided check.

Please make a copy of your check before faxing to us to ensure that it is legible. If the voided check is a temporary/starter check (i.e. business name is not printed on the check), please send a letter from the banking institution that states the business name, routing and account number, and signed by a bank representative.

Bank change requests will not be processed without the above information and will take approximately 48-72 hours to take effect. Please do not close your bank account until you begin to receive deposits from Global Pay in your new account.

Please fax all bank change request to 1-800-434-8614

\*Reminder: This request will change banking information for Visa/MC/Discover only. Please contact all other agencies separately.