

Merchant Number:

“Doing Business As” Name:

Business Name
Attention Line
Mailing Address
City, State Zip

Request to Change Depository Account

Business Legal Name:

MERCHANT desires to effect settlement of credits and debits from the below DESIGNATED ACCOUNT by means of ACH and/ or wire transfer in conjunction with the processing of credit SALES transactions as anticipated by AGREEMENT. In accordance with this desire, MERCHANT authorizes Deltacard Services to initiate debit and credit entries to the DESIGNATED ACCOUNT and/or DEPOSITORY ACCOUNT (the details of which are set out below). MERCHANT agrees to maintain sufficient funds in DESIGNATED ACCOUNT to cover debit transactions. By signing this authorization, MERCHANT states that it has authority to agree to such transactions and that the DEPOSITORY ACCOUNT indicated is valid and legitimate account for the handling of these transactions. This authority is to remain in effect until Deltacard Services receives written notice from MERCHANT revoking it. This authorization is for the payment of SALES, returns and FEES, CHARGEBACKS, or any other sums owed between the PARTIES. 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, Deltacard Services will attempt to assist MERCHANT in the recovery of such funds but has no liability as to restitution of the same. Deltacard Services assistance in recovering the funds, where available, will be billed to MERCHANT at Deltacard Services current hourly rate for such work.

Read this section carefully

- ***Affix voided bank instrument***** (i.e. preprinted check) here with tape. Instrument must bear ABA routing number and account number. A letter from your bank on bank letterhead stating routing and account number can be used in lieu of a preprinted check if necessary.
- Some instruments are not printed with the correct information for electronic transfers. If you are unsure your checks are printed with correct information for electronic transfers, please verify with your bank that the routing and account number accepts ACH debits and credits.
- Complete the ACH DETAILS section (the shaded section of this form) in full. Incomplete forms will cause delays in the processing of your request.
- Sign and date this form. Sole Proprietors must be signed by the owner. All other legal entities can be signed by any corporate officer, however, if the officer differs from the original signer on the account, a corporate resolution must be sent with this document or the request will not be processed. The form can be faxed or mailed to the address at the bottom of the form.
- We do not process changes for Discover and American Express. Please contact them directly to make these changes. In addition, if you have a lease agreement on your credit card machine, please contact the leasing company directly.
Discover – (800) 347-2000 American Express – (800) 528-5200

ACH DETAILS

In accordance with the terms set out above transfer funds to/from the account set out below (Unless specified, in case of discrepancy the Data on the instrument above will be assumed to be correct):

Valid for ACH (Check One):
Is the bank instrument attached to this agreement printed correctly for ACH? Yes No

Account Type (Check One): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Name on the Account:
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ABA Routing Number:	Account Number:
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Signature of Authorized Signer

Signer’s Title

Authorized Signer (Printed)

Date

Please fax or mail completed form to:
Paysafe APP PROCESSING - 8250 BRYAN DAIRY RD, STE 100 - LARGO, FL 33777
Phone 800.309.0524 - Fax 866.904.2401