



Instructions for Bank Account Change

- Please fill out the ACH Details section completely to have this request processed promptly.
- Please have the owner sign the bottom of the form where indicated for Authorized signer.
- Please include a copy of a pre-printed voided check - ***No starter checks will be accepted.***

OR

A bank letterhead from your bank with the following information included can also be accepted:

Business name
Business address
Bank account number
Bank routing number
Bank teller name and contact information
Bank teller signature

- Please fax all completed information to 1-866-904-2401 for processing of this request.
- Please allow 24-48 hours for this information to be updated on your account.

Thank you for your business.