



Bank Change Request

Want to track the progress of your request? Attach this form to your online support ticket submitted through our Self Service Portal at support.paya.com

Please return this signed and completed form by email to cscaccountupdates@paya.com or by fax to (703) 991 – 5374

OFFICE INFORMATION

Office ID _____ Rep Name / ID _____ App ID _____ Ticket # _____

MERCHANT INFORMATION

Please Note: this account change affects Visa® / MasterCard® / Discover® deposits and fees only. If you accept other card types (i.e., AMEX) you must notify the respective company of the change.

Merchant ID (MID) _____ Address _____
DBA Name _____ City _____
Contact Name _____ State _____ Zip Code (+4) _____
Email Address for Notification of Request Completion _____ Phone _____

CERTIFICATION AND AGREEMENT

MERCHANT desires to effect settlement of credits and debits from the CLEARING ACCOUNT by means of ACH and wire transfer in conjunction with the processing of credit card transactions as anticipated by AGREEMENT. In accordance with this desire, MERCHANT authorizes initiation of debit and credit entries to the CLEARING ACCOUNT and DEPOSITORY ACCOUNT (the details of which are set out below). By signing this authorization, MERCHANT states that he has authority to agree to such transactions and that the DEPOSITORY ACCOUNT indicated is a valid and legitimate account for the handling of these transactions. This authority is to remain in effect until written notice is received from MERCHANT withdrawing it. This authorization is for the payment of SALES and returns, FEES, CHARGEBACKS, Discount, Processing Fees, rejects, and miscellaneous fees. 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, PAYA will attempt to assist MERCHANT in the recovery of such funds, but has no liability as to restitution of the same.

FINANCIAL / ACCOUNT INFORMATION

Name of Old Financial Institution _____ Old Bank Account Number _____ Old Bank Routing Number _____
Name of New Financial Institution _____ New Bank Account Number _____ New Bank Routing Number _____

You **must** include a copy of a **preprinted voided check** or a **Bank issued letter** confirming the newly appointed bank account information.

Please Note: We are unable to accept starter checks. All checks must contain the business name and address.

SIGNATURE AND ACCEPTANCE

In accordance with the terms set out above, I authorize the above change(s):

X _____ X _____
Signature (Must be Signatory on File) Signer's Name (Please Print)
X _____ X / /
Signer's Title (Please Print) Dated

Please allow one (1) business day for your request to be completed.



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