



**Banking Maintenance Form**  
**To avoid delays please complete all sections**  
**Or**  
**Company Letterhead with same information**

Request is due to an ownership change  (mark if applicable)

**Merchant Information:** (MUST SIGN REQUEST BELOW)

Name \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Complete the following:**

Entire Chain CAP #: \_\_\_\_\_  
 Selected Merchant #s: \_\_\_\_\_  
 Corporate Name Line 1: \_\_\_\_\_  
 DBA Name Line 2: \_\_\_\_\_

Banking (ACH) Changes

(All information should be obtained from a check... NOT a deposit slip)

1. Please verify the current information:

ABA: \_\_\_\_\_  
 DDA: \_\_\_\_\_

2. Please provide the new information:

*Deposits should be made to the following account:*

ABA: \_\_\_\_\_  
 DDA: \_\_\_\_\_

Type:  Checking  Savings

Bank Name: \_\_\_\_\_  
 Bank Phone: \_\_\_\_\_

*Withdrawals should be taken from the following account:*

Same as Deposits (You do not need to complete the rest)

ABA: \_\_\_\_\_  
 DDA: \_\_\_\_\_

Type:  Checking  Savings

Bank Name: \_\_\_\_\_  
 Bank Phone: \_\_\_\_\_

**IMPORTANT: REQUIRED FIELD FOR BANK CHANGES**

Merchant Signature: \_\_\_\_\_

All requests must be accompanied by one of the following:

- A copy, front and back, of a voided check for the new account. The check must be pre-printed with the address and valid MICR encoding across the bottom.
- A signed and dated letter from the new bank on bank letterhead containing all the following information:
  1. Direct contact information for the company's banker. (i.e. the person signing the letter)
  2. Confirmation of the account name, ABA number, and DDA number.
  3. Confirmation that the account is a business checking or savings account.
  4. Confirmation of the ACH availability of the account relating to debits and credits.

**SPECIAL INSTRUCTIONS:**

**PLEASE FAX BANK CHANGES TO:**

**US – KOAT at 602-744-9313 or specific assigned Rep fax #. Canada – Please Fax to 800-367-2917**

**\*\*\*\*\*Updates may take up to 7 business days of receipt of completed information\*\*\*\*\***