



800-793-3250
1081 Holland Drive
Boca Raton, Florida 33487
www.TouchSuite.com

ABA/DDA Change – Merchant Services

Please submit this request form and a pre-printed voided check or bank letter to merchant service customer support at (866) 224-1087. This request will not be processed until the required documents are provided and approved.

AMERICAN EXPRESS MERCHANTS: If you receive direct funding from American Express for merchant services, please contact them to have your banking information changed. American Express Merchant Services Support can be reached at (800) 528-5200.

FIRSTDATA GLOBAL LEASING & ASCENTUM MERCHANTS: Please include your lease number if applicable and select if you would like us to update that information as well. Please be aware that failure to include that information may result in defaulting on your lease obligation. For further assistance in obtaining this information please contact our Customer Support team at (800) 793-3250.

ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.

Reason for the Change: _____

MID: _____

Business DBA/Legal Name: _____

Lease Number: _____ **Update Associated Lease Bank Information:** ☐ **YES** ☐ **NO**

CURRENT BANKING INFORMATION (must match what is on file):

CURRENT Bank Name: _____ **Branch Phone:** _____

ABA/Routing #: _____ **DDA/Account#:** _____

NEW BANKING INFORMATION (must be a checking account):

IMPORTANT: The name and address on the voided check MUST match the merchant information on file.

NEW Bank Name: _____ **Branch Phone:** _____

ABA/Routing #: _____ **DDA/Account#:** _____

MERCHANT AUTHORIZATION:

The person(s) who signed the current merchant contract or the business owner(s) must sign this request. A copy of a pre-printed voided check or letter from the bank denoting the correct routing and account number must be included with this request.

Owner #1 Signature: _____ **Date:** _____

Owner #1 Name: _____ **Title:** _____ **Owner** **Phone:** _____

Owner #2 Signature: _____ **Date:** _____

Owner #2 Name: _____ **Title:** _____ **Phone:** _____

Return completed and signed form with your pre-printed voided check or bank letter to:

Fax: (866) 224-1087 • **Email:** Support@TouchSuite.com • **Phone:** (800) 793-3250



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Please attach a copy of a pre-printed voided check or a Signed Bank Letter.

ATTACH A VOIDED CHECK FOR ACCOUNT HERE

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