



**Banking Change Request**

**Fax Number:**

(833) 451-1224

Instructions

**Address**

Discover Business Services  
 ATTN: Banking Changes  
 PO Box 3022  
 New Albany, OH 43054-3022

1. Complete and sign the form
2. Attach a voided check from your new bank account
3. Fax the form to the number indicated above

In order to ensure prompt Settlement of funds to your account, please provide us with at least three (3) Business Days' advance notice. Please complete all fields on this form.

<b>Merchants Legal Name</b>			
<b>Merchant Number(s)</b>	<b>6011</b>	<b>Contact:</b>	
<b>Phone:</b>		<b>Job Title:</b>	
	<b>Old Banking Information (Required)</b>	<b>New banking Information</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>Bank Name</b>			
<b>Bank Phone</b>			
<b>Contact Name at Bank</b>			
<b>Bank Routing Number (ABA)</b>			
<b>Bank Account Number (DDA)</b>			

This change applies for all Discover Card Transactions on this merchant account (credits and obligations):  
 Yes  No (if no please include details below under "Special Instructions".)

Reason for Banking Information Change:  Change DDA/ABA (Same Ownership),  Change of Ownership  
 Bankruptcy,  other (please describe): \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Special Instructions:

By signings this form I indicate that I am authorized to request the changes described above on behalf of the Merchant listed above to the bank account information used by Discover Business Services.

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* Tape a voided check here before faxing or mailing \*\*\***  
 It cannot be a starter (counter) check – it must have your business Information printed on the check. If a check is not available, a deposit Slip is acceptable if the bank routing number is printed.