

Direct Deposit Account (DDA) Change Request

Merchant Number:	
Corp Name:	
DBA Name:	
DBA ADDRESS:	
OPEN Date:	
Contact Telephone Number:	
Fax Number:	

Name of Requestor: _____
(Please print requestor name. Name must be legible)

Title of Requestor: _____
(Note: Only the Owner, Controller, or Corporate Secretary may make a DDA Change request)

Signature of Requestor: _____
(Your signature is authorization to update your DDA and/or address and is your verification the information is correct)

IMPORTANT INFORMATION: Please return the signed form to us including a copy of an imprinted, voided check (not a starter check) or a letter from your bank with the name of your business, account number, and routing number.

Your Corp Name or DBA name must match what is imprinted on your check. The address must also match. If you would like us to update your address with new information, please use the space provide below.

Reminder: If you receive funding payments for your non bank cards (American Express or Discover), please be sure to contact them to have your banking information changed to avoid any delays.

Discover Customer Service: 1-800-347-2000 (only if Discover funds you directly)
AMEX Customer service (Credit Cards): 1-800-528-4800

Mailing Address:
United States Bankcard Service
ATTN: Admin
31200 Via Colinas Suite 110
Westlake Village, CA 91362

Fax Number: 1-818-991-9635