|  |  |  |  |
| --- | --- | --- | --- |
| Date: |       |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ]  | North MID # |  |      \* | Effective Date |       |  |
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| **\* Please note: North MID # - if 1-5 Merchants with the same type of update – please list each MID number/request type on separate forms and fax/email as a separate submission for each account.****If 6 or more merchants with the same update – please submit via email with an Excel spreadsheet listing DBA Name, MID # and type** **of update and send to AISProjectUpdates@firstdata.com** |
|  |  |

 |
| [ ]  | Gift Card SE # (VLBC) |  |       | [ ]  | Funds Movement for Giftcard **\*\*** |
| **\*\*Check the box for “Funds Movement for Giftcard” if the client is participating in funds movement.** |
| \*Business DBA/Legal Name: |       |
| \*Business DBA/Legal Name – Either the DBA Name or Legal Name must match what is on the system. |
| \*Person Requesting Change: |       | Title: |       | Phone #: |       |
| \*Person should be Owner, Officer or Legal Contact. Does not include Manager, Clerk etc. |  |
|  |  |  |

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| --- | --- | --- |
| Bank Name: |       | [ ]  ACH Suspense Hold Flag Remove |
| Bank Phone: |       |  |
| Bank Address: |       |  |
|  | Current (ABA) Routing # | New Routing (ABA) # | Current (DDA) Account # | New (DDA) Account # |
| 1 |       |       |       |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |
| 4 |       |       |       |       |
| 5 |       |       |       |       |

**Return completed and signed form along with a copy of a voided check or bank letter.**

If the new banking routing & account number matches the banking routing & account number on the lead chain location, a voided check/bank letter or merchant signature is not required.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Merchant Signature (Required) |       | Date: |       |
| Channel Approval Signature (if applicable) |       | Date: |       |
| Channel Email Address (Required) |       |  |

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