

DDA CHANGE ONLY FORM

Thank you for notifying us of the recent change to your business. We are happy to process the DDA change you requested for your payment processing account. The information below will help guide you through the steps, so that we can process your request.

STEP 1: CHANGE INFORMATION (Required)

Please complete entire form (Sections 1-4).

- 1 BUSINESS INFORMATION – THE ENTIRE SECTION MUST BE COMPLETED.**
- 2 TAX INFORMATION (Substitute from W-9) –** For detailed instructions on completing the W-9 Form, please refer to your tax return or visit www.irs.gov/pub/irs-pdf/iw9.pdf. This information is the same as the information used to file taxes for your business. It's important that this information be correct as it will be used for the required IRS 1099K reporting.
- 3 DDA CHECKING ACCOUNT INFORMATION –** Please provide current DDA information for the account type that is changing, (deposit, billing, chargeback, Fusebox) as well as new DDA information. Both are required in order to make an update.
- 4 SIGNATURE INFORMATION –** Must be signed by the owner or authorized signer listed on the account.

For questions, please contact us at 1-800-725-1243. Hours of Operation are 8:00am- 4:00pm Eastern Monday- Friday.

Please return the completed sections 1 – 4 back to Merchant.Change@elavon.com

STEP 2: We review your request.

- Once we receive your completed form, we will review for any missing information. We may contact you if additional information is required.
- If additional information is not provided within 8 business days, the request will be cancelled.
- An email notification will be sent providing the status of your request.

1 BUSINESS INFORMATION

Merchant Identification Number (MID):		Effective Date of Change:	
DBA Name (Current):		DBA Phone #:	
Contact Name:		DBA Fax #:	Mobile Phone # :
DBA Address 1 (No PO Box):		DBA Address Type: Type: <input type="checkbox"/> Business or <input type="checkbox"/> Residential	
DBA Address 2 (No PO Box):		Email Address:	
City:	State:	Zip Code:	

2 TAX INFORMATION – (THIS SECTION MUST BE COMPLETED FOR ALL UPDATES)

Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Public Corp. <input type="checkbox"/> Closely Held Corp. <input type="checkbox"/> Sub S Corp. <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Other (Assn/Estate/Trust) Limited Liability Company – Tax Classification (D=Disregarded entity, C=Corporation, S = S Corporation, P=Partnership) If LLC, please indicate if D, C, S or P			
Legal Business Name (As shown on your business income tax returns. For Sole Proprietors, this should always be the owner's name)			
Address Type: <input type="checkbox"/> Business or <input type="checkbox"/> Residential		Social Security #/TIN #	
Legal Business Address (PO Box not allowed):		or EIN (Employer Identification #):	
City:	State:	Zip Code:	

3 DDA CHECKING ACCOUNT INFORMATION

Current Account Information for the Account Type that is changing (Required for Verification)

Current Deposit Account		
ABA/Routing Number	<input type="text"/>	DDA Account Number
Current Billing Account <input type="checkbox"/> <i>Check here if same as Deposit Account</i>		
ABA/Routing Number:	<input type="text"/>	DDA Account Number:
Current Chargeback Account <input type="checkbox"/> <i>Check here if same as Deposit Account</i>		
ABA/Routing Number:	<input type="text"/>	DDA Account Number:
<p>If you also process through Fusebox and would like to update your bank account information on the Gateway please complete the information below. This information is for the billing of Elavon Hosted Payment Fusebox Gateway service fees only. If you do not use Elavon as your Processor/Acquirer, you will need to notify the appropriate parties so the changes are made to their system as well.</p>		
Current Fusebox Billing Account <input type="checkbox"/> <i>Check here if same as Deposit Account</i>		Site ID:
ABA/Routing Number:	<input type="text"/>	DDA Account Number:

DEBIT/CREDIT AUTHORIZATION AND PAYMENT AGREEMENT: MERCHANT HEREBY AUTHORIZES ELAVON, IN ACCORDANCE WITH THE MERCHANT PROCESSING AGREEMENT (THE TERMS OF ELAVON'S CURRENT TERMS OF SERVICE AND MERCHANT OPERATING GUIDE BEING EXPRESSLY INCORPORATED HEREIN AND AGREED TO BY MERCHANT), TO INITIATE DEBIT/CREDIT ENTRIES TO MERCHANT'S BUSINESS CHECKING ACCOUNT AS INDICATED. THE AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL (A) ELAVON HAS RECEIVED WRITTEN NOTIFICATION FROM MERCHANT OF ITS TERMINATION IN SUCH MANNER AS TO AFFORD ELAVON REASONABLE OPPORTUNITY TO ACT ON IT; AND (B) ALL OBLIGATIONS OF MERCHANT TO ELAVON THAT HAVE ARISEN HAVE BEEN PAID IN FULL, INCLUDING, BUT NOT LIMITED TO, THOSE OBLIGATIONS DESCRIBED IN THE MERCHANT PROCESSING AGREEMENT. THIS AUTHORIZATION EXTENDS TO SUCH ENTRIES IN SAID ACCOUNT CONCERNING LEASE, RENTAL, OR PURCHASE AGREEMENTS FOR POSTERMINAL AND/OR ACCOMPANYING EQUIPMENT.

NOTE: If you receive funding directly from American Express (800-528-5200), Discover (800-347-2000) and/or Diners Club (800-525-7376), you will need to notify them of your change, as each will need to make the appropriate changes to their system as well.

New Account Information

New Deposit Account		
ABA/Routing Number	<input type="text"/>	DDA Account Number
New Billing Account <input type="checkbox"/> <i>Check here if same as Deposit Account</i>		
ABA/Routing Number:	<input type="text"/>	DDA Account Number:
New Chargeback Account <input type="checkbox"/> <i>Check here if same as Deposit Account</i>		
ABA/Routing Number:	<input type="text"/>	DDA Account Number:
<p>If you also process through Fusebox and would like to update your bank account information on the Gateway please complete the information below. This information is for the billing of Elavon Hosted Payment Fusebox Gateway service fees only. If you do not use Elavon as your Processor/Acquirer, you will need to notify the appropriate parties so the changes are made to their system as well.</p>		
New Fusebox Billing Account <input type="checkbox"/> <i>Check here if same as Deposit Account</i>		

Note: For chain statements, the billing account will need to be changed at the entity level as well as for the sites. You can find a full list of your entities and sites by clicking on 'Change Hierarchy' on the home page and searching without entering any criteria.

Entity IDs:	Site IDs:
ABA/Routing Number:	DDA Account Number:

4 SIGNATURE INFORMATION

By signing this document, you are agreeing on behalf of the Company to a mandatory binding arbitration provision set forth in the TOS and expressly incorporated herein. "The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. In addition, by signing this company application, you hereby certify that to the best of your knowledge, the information provided about you, the name and address provided for the legal entity customer, and the information provided about the beneficial owner(s) and/or the individual with control over the legal entity customer is complete and accurate. Please Notify Elavon if there are changes in your beneficial ownership structure or if your company has the ability to issue bearer shares.

Owner / Officer Signature X	Printed Name	Title	Date
Owner / Officer Signature X	Printed Name	Title	Date

For BANK/INTERNAL USE ONLY				
Rel	Pend Reason	Approved	Keyed	Validated