

1380 W Auto Dr.| Tempe, Arizona 85284 | Phone: 480.785.2262 | Fax: 480.785.2292

**Change Request Form**

Please fill out the information below, sign and return via **fax**@480-785-2292 or scan and email to: [ACH@checkcommerce.com](mailto:ACH@checkcommerce.com) and the account will be changed within 24 to 48 hrs. If any information is missing or the form is not complete, the account **will not** be changed.

**Current Merchant Information (Required)**

 Merchant Name:

 Merchant Company ID#:

**Change Threshold Information (Pending Underwriting) Please attach a brief description on why you need this increase below under “Additional changes and/or notes for CheckCommerce”.**

|  |  |  |
| --- | --- | --- |
|  | Old Max Entry $ Amount: | New Max Entry $ Amount: |
|  | Old Max Daily $ Amount: | New Max Daily $ Amount: |
|  | Old Max File Transactions: | New Max File Transactions: |
|  | Old Max Monthly $ Amount: | New Max Monthly $ Amount: |
|  | Old Max Monthly Transactions: | New Max Monthly Transactions: |
|  |  |  |

* **Explanation for increase or Additional changes and/or notes for Check Commerce:**

**(Increase requires 2 months most recent bank statements and/or most recent tax return)**

**Change Banking Account Information**

*A voided check must accompany any changes that are made to bank the account information. The current business address MUST be printed on the check. Temporary checks will not be accepted.*

**Settlement Account**

 Old Bank Account Number: New Bank Account Number:

 Old Routing Number: New Routing Number:

**Alternate Account**

 Old Bank Account Number: New Bank Account Number:

 Old Routing Number: New Routing Number:

Company Representative Printed Name:

Company Representative Signature: Date:

(The company representative signature must be the signature of the person who signed the original ACH agreement with CheckCommerce)