

# Bank Change Request



Email: [support@spherecommerce.com](mailto:support@spherecommerce.com)  
FAX #: 469-621-6606

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Merchant Number: \_\_\_\_\_

DBA Name: \_\_\_\_\_ DBA Phone #: \_\_\_\_\_

New Bank/DDA/Routing Information: Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

I \_\_\_\_\_ agree, by my signature below, to the above changes to my account information. I have enclosed a pre-printed voided check or a bank letter for the new bank account.

\_\_\_\_\_

**(Merchant Signature)**

*Note: Temporary Checks are not acceptable. A Voided Pre-Printed Check or Bank Letter for the new account must be attached.*

**\*\*Validation of New Bank Account information is required. Customer Service will contact you upon receiving this request.**

**\*\*\*This change will only reflect for Visa, Mastercard and Discover Processing.**

**For American Express, Please contact them directly to update your banking information at (800) 528-5200**

**PLACE VOIDED CHECK HERE**