



Complete the following **Bank Change Form** and **Bank Account Update Form** to update your bank account information. It is important that both of these forms be filled out in their entirety even if your organization does not accept both types of online giving or donations.

Please note that the same bank account **MUST** be used for the deposit and fee accounts and on both forms.

IMPORTANT: Ignore the \$40 fee on the First ACH form. There is **NO FEE** to update bank accounts.

Once the forms are completed, please upload forms to our **FILE DEPOT** at the link below. When upload is complete please email customerservice@suran.com to notify us that the form has been uploaded.

SURAN FILE DEPOT

<https://www.suran.com/file-depot/>



Bank Change Request Form

Upload this form to our File Depot at the link below. Once upload is complete, please email customerservice@suran.com to notify us that the form has been uploaded.
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MERCHANT INFORMATION		
Merchant ID (MID):	Contact Person:	
Contact Phone:	Contact Email:	
MERCHANT BANK ACCOUNT INFORMATION (Checking accounts only. Please supply voided check or bank letter for each account.)		
Transfer of funds will be made to/from the account set forth in the enclosed voided check or bank letter.		
Bank Name:	City:	State:
Depository:	Routing #:	Account #:
Fees:	Routing #:	Account #:
CERTIFICATION AND AGREEMENT		
<p>MERCHANT desires to effect settlement of credits and debits from the CLEARING ACCOUNT by means of ACH and wire transfer in conjunction with the processing of credit card transactions as anticipated by AGREEMENT. In accordance with this desire, MERCHANT authorizes initiation of debit and credit entries to the CLEARING ACCOUNT and DEPOSITORY ACCOUNT. By signing this authorization, MERCHANT states that he has authority to agree to such transactions and that the DEPOSITORY ACCOUNT indicated is a valid and legitimate account for the handling of these transactions.</p>		
SIGNATURE AND ACCEPTANCE		
Signature: X	Printed Name:	
Title:	Date:	

Please allow one business day for your request to be completed.

OFFICE INFORMATION (to be completed by Customer Care Only)			
Case #:	CC Rep Initials:	Date:	Received by:

Bank Account Update Form

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Merchant Information

Business Name

Merchant ID Number

Current Address on File

City

ST

Zip

New Billing Account Information

Bank Name

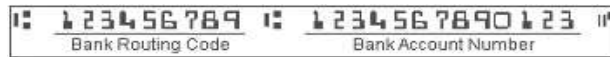
Bank Contact Phone Number

New Routing Number

New Account Number

Account Type: Business Checking

Personal Checking



How to find your Routing and Account Numbers on a check

New Settlement Account Information

check here if Settlement Account and Billing Account are the same

Bank Name

Bank Contact Phone Number

New Routing Number

New Account Number

Account Type: Business Checking

Personal Checking

Required Documents

- Photo ID of Account Owner:** Please include a Driver's license, passport, or State-issued photo ID of the account holder.
- Voided Check:** Please include a pre-printed voided check associated with the new account(s). A matching business name and correct address must be listed on the check. Cannot be a starter check.

If a pre-printed voided check is not available, then:

Bank Letter: Letter from your bank on bank letterhead, which includes matching business name and address, new routing number, new account number, and is signed by a bank officer.

NOTE: If the business name on the voided check and/or bank letter is different than the legal or DBA business name on record, this request will not be processed unless accompanied by a DBA change request form.

Authorized Signature

Update Applies To: ACH Services Credit Card Services Both

I/we, as an owner or officer of the Company, hereby request First ACH to update my bank account information with the information provided. I/we agree to pay a bank account change fee of \$40.

Signature of Account Owner

(Must be signer of original processing agreement)

Print Name of Account Owner

Date

Print Title of Account Holder