



Instructions:

Print and complete the 3 steps on this page, including your signature

Then securely upload these 3 items to drop.zift.io This must be sent from the actual signer. (The person who signed up with BizPayO)

1. Your **DRIVER'S LICENSE**
2. A **VOIDED CHECK*** from the new checking account
**A starter check can be accepted if a Starter Check Verification Form is completed by a bank representative and signed by all authorized signers on the Merchant Account. Please refer to NOTE below regarding bank letters which also may suffice.*

Please note: This request can only be made by the actual Signer(s) on the Merchant Account Agreement

3. Required Information

Merchant **Doing Business As** Name

Legal Owner Name(s)

E-mail Address(es)

New Routing Transit Number (9 digits)

New Checking Account Number (include all zeros)

Old Checking Account Number (include all zeros)

SPECIFIC REASON for the change:

NOTE: In place of the "pre-printed" voided check or if the bank account is NOT listed under the DBA company name the Merchant Account is under, we require a letter from your bank on bank letterhead listing: 1) the DBA name the bank account is under; 2) checking account number; 3) routing transit number; 4) verification the bank will accept ACH credits and debits for the DBA name under which the Merchant Account is listed; 5) signed and dated by the bank representative.

By signing below, I expressly authorize **Zift** or its **affiliates** to **fulfill the above request** in connection with my Merchant Account. *(All information will remain strictly confidential.)* I understand that this request may take up to 2 business days to complete. **Bank account/DDA changes require authorization from ALL signers on the account. Please attach an additional sheet if necessary.**

Account Owner Signature

Date

Print Account Owner Name

Account Owner Signature

Date

Print Account Owner Name