

CHANGE OF ACCOUNT INSTRUCTIONS

Merchants who wish to change an existing Depository or Fee Account, business name, doing business as ("DBA") name, or business or billing address must complete the following Change of Account Request form and submit the form with the supplementary documentation listed below. Merchants who wish to change their Authorized Contact, Taxpayer ID Number, Legal Status of Business, and/or Description of Business or Market Served are required to submit a new TotalTransact Merchant Application.

BANK ACCOUNT INFORMATION

BankServ will disburse deposited funds to a designated bank account ("Depository Account") as well as collect fees and charges from a designated bank account ("Fee Account"). You may designate a single bank account for both purposes or provide separate bank accounts to separate deposits from fees and charges.

- For each bank account specified, please include a copy of a voided check or bank letter that clearly identifies the bank name, account holder, route/transit number, and account number. Starter checks that do not have the account holder, route/transit number, and account number are not allowed.

Completed Change of Account Request forms and supplemental information may be faxed to BankServ Customer Service at 866-924-1321 or emailed to totaltransact-support@netdeposit.com. For assistance on the form, contact BankServ Customer Service at 877-729-8325 or email your questions to totaltransact-support@netdeposit.com.

COMPANY INFORMATION	
TotalTransact Account Number	Company Name

CHANGE OF COMPANY NAME
Company Name

CHANGE OF DBA
Doing Business As (if applicable)

CHANGE OF ADDRESS			
Business Street Address	City	State	Zip Code
Billing Address (if different from above)	City	State	Zip Code

CHANGE OF BANK ACCOUNT				
	Bank Name	Name on Account	Route/Transit Number	Account Number
Existing Depository Account				
New Depository Account				
Existing Fee Account				
New Fee Account				

CHANGE OF MERCHANT ACCOUNT (A tear sheet from the card processor is required to set up the merchant on the card gateway.)				
	Merchant Processor Name	Merchant ID	Terminal ID	Account Type
Existing Merchant Account				<input type="checkbox"/> Retail <input type="checkbox"/> MOTO
New Merchant Account				<input type="checkbox"/> Retail <input type="checkbox"/> MOTO

SIGNATURE AND AUTHORIZATION			
<p>The signature below represents and warrants that (a) the individual signing below is the authorized representative of the company; (b) that the information provided herein is a complete and accurate representation of the company's data as of the date hereof. Any misrepresentation or fraudulent information provided will be the basis of default under this agreement and grounds for immediate termination.</p> <p>I hereby authorize BankServ and its affiliates to initiate debit and credit entries to our Depository and Fee Account(s) indicated at the depository financial institution(s) named above, according to the terms stated herein. This authorization shall remain in full force and in effect until BankServ receives written notification from Merchant of any intent to terminate this account and at such time and in such manner as to afford BankServ a reasonable opportunity to act (minimum of one week). I acknowledge that the origination of ACH transactions to my account(s) must comply with the provisions of U.S. Law. I also understand that I will be liable to pay the NSF fees that will be charged by my bank in the event debits are returned. I represent and warrant that I am authorized as an authorized representative, principal owner, member, or corporate officer to execute this payment authorization for the purpose of enrolling in the BankServ TotalTransact service. I hereby agree to indemnify and hold BankServ harmless from damage, loss, or claim resulting from all authorized actions hereunder.</p>			
Signature			Date
Name and Title	Business Phone	Business Fax	Business Email