



**BANK ACCOUNT NUMBER FOR ACH**  
**DEBITS/CREDITS CHANGE REQUEST FORM**

IMPORTANT - PLEASE READ BEFORE PROCEEDING: ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED. PLEASE FAX THIS REQUEST FORM AND A VOIDED CHECK TO DATA PROCESSING AT **231-941-4204 OR SUPPORT@1NPS.COM**. THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE PROVIDED AND APPROVED.

Merchant Name: \_\_\_\_\_

Merchant Number: \_\_\_\_\_

**IMPORTANT:** If the merchant name on the check is different than the current name on the merchant account, the request will not be processed without a completed Business Name Change form. Please contact Merchant Services at **(866) 964-1622** or via email to [support@1nps.com](mailto:support@1nps.com) for a copy of this form.

**Old Banking Information:**

\_\_\_\_\_  
 Bank Name Bank Phone Number

\_\_\_\_\_  
 Transit Routing Number / ABA Number Account Number

**New Banking Information: (Must be a checking account)**

\_\_\_\_\_  
 Bank Name Bank Phone Number

\_\_\_\_\_  
 Transit Routing Number / ABA Number Account Number

\_\_\_\_\_  
**Signature of Authorized Principal** **Date**  
 (as specified on the Merchant Application/Agreement)

\_\_\_\_\_  
**Print Name** **Phone**

You must contact American Express (800) 528-5200 directly to change your checking account information with them.

A \$25.00 processing fee will be charged to the new checking account.