

Merchant Bank Change Form & Requirements

11-20-24

Paya / Nuvei ACH and Check Processing Please complete and email to EFT-CustomerSupport@nuvei.com or fax 855-676-2825

Attach Voided Check Here

If no check available:

*Provide a letter from bank stating Business Name, Routing #, Account # ..
dated within the last 60 days*

New Account Information:

BANK ROUTING # _____ BANK ACCOUNT # _____

LEGAL NAME* _____ DBA NAME _____

MERCHANT AUTHORIZED SIGNATURE _____

MERCHANT AUTHORIZED NAME _____

MAKE CHANGE EFFECTIVE _____ TAX ID# _____

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- Bank Change Form** - signed by the original owner/POC that signed merchant agreement **
 - Option 1:** "wet signature" on form (if original merchant agreement was e-signed)
 - Option 2:** E-signature on form, from the email address on file, and include the evidence summary page(s)
 - Form must not be dated more than 90 days old or new form will be requested
 - Documentation** – must include ONE of the following:
 - Voided Check** – pre-printed with legal/DBA name & address. (starter checks not acceptable)
 - Bank letter** – Must be on bank letterhead and include Legal and/or DBA name, full routing & account number, direct phone number to the banker (NOT main customer service line), & dated (not older than 60 days)
 - We do not accept any bank summaries/bank statements or direct deposit forms.
 - Include copy of signors Drivers License** - to verify signature match

Bank changes requested within first 90 days of activation: will be reviewed by Risk/UW for verification

* Legal Name must match the original agreement on file (if not, will require documentation of name change)

** If original owner/POC is no longer with company, the need either a ...

(a) new signed merchant agreement and docs, or

(b) legal documentation, bank letter proving the new signor is authorized, and new "POC Form" "completed"

Paya/Nuvei will call signor directly to verify change

MERCHANT REQUIRED TO NOTIFY BANK TO ACCEPT CREDITS/DEBITS FROM COMPANY ID # 3383693141 and # 4460522024