

**Omaha - ABA / DDA Change Request**

Date:	
ISO Name:	Hybrid Payments
ISO Contact Name:	
ISO Phone Number:	877-755-4829
ISO Email Address:	custservice@hybridpayments.com
Merchant DBA:	
Omaha Merchant Number:	

Bank Name:	
Bank Phone Number:	

	Current Values	New Values
ABA / Routing Number:		
DDA / Account Number:		

(Affix voided check here)

If check covers signature spot, request will be rejected.  
In that case please attach separately.

\_\_\_\_\_  
Merchant's Signature\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Merchant's Printed Name\*

\_\_\_\_\_  
Merchant's Title\*

\_\_\_\_\_  
ISO / Agent's Signature\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
ISO / Agent's Printed Name\*

Account Manager  
\_\_\_\_\_  
ISO / Agent's Title\*

\* Denotes a required field. Form cannot be completed without these fields.  
Bank changes must be completed by an authorized signor on the account.

All bank changes are subject to a \$25 processing fee.

If a bank change is being done due to an ownership change, please note for IRS purposes, all volume will be reported as the first owner's volume.

**THIS MEANS THE ORIGINAL OWNER WILL BE RESPONSIBLE FOR THE TAXES ASSOCIATED WITH THAT VOLUME.**

If you maintain an AMEX ESA account, you will need to contact AMEX directly for bank changes.

- **A voided check or a bank letter must accompany the completed Omaha ABA/DDA Change Request form. Each must meet the following requirements**
  - Voided/cancelled check
    - Must have bank name on the check.
    - **Must have Legal, DBA, or IRS Filing name pre-printed on the check that is currently on the merchant account record; business address is not required. Starter checks are not permissible.**
    - Checks must not have any alterations such as address labels, or white-out.
    - DDA/TR must be MICR encoded on the bottom of the check.
  - Bank Letter
    - Must be on bank letterhead (i.e. bank name and logo).
    - Reference to the Legal or DBA Name must be present in the letter.
    - **DDA and ABA Transit Routing must be referenced on the letter. Multiple DDA/ ABA TR numbers on a single letter are acceptable.**
    - A dated letter is not required, but strongly preferred.
    - Letter must be typed or pre-printed format only (for the latter, ABA TR/DDA can be handwritten legibly on a pre-printed letters only).
    - Name of Bank Official and contact information must be printed on the letter.
  - **Sample Checks, Check Re-order slips, Direct-Deposit advices, or documentation that is not listed above are not allowed. Requests without proper documentation will be rejected.**

Requests submitted incorrectly will result in delays in processing, which may ultimately require the resubmission of your request.