# BANK ACCOUNT UPDATE

There are two ways you can update your bank account information. You can use this form and your request will be processed in 3-5 business days. However, to expedite your request, we recommend that you submit changes directly through the Compass Online Reporting Tool. Login to Compass at my.clearent.net/ui/home. Click on Account Setting on the left side of the screen then select "Bank Account Settings". Your changes will then be processed in 1-2 days.

Merchant DBA:* ______________________ MID*: ______________

Principal Account Holder*: ______________________

Requested By*: ______________________

## Update Banking Info

(Please attach a pre-printed/non-temporary voided check OR DDA Verification on bank letterhead w/bank rep signature & contact info)

Bank Name: ______________________

☐ Business Account ☐ Personal Account (if personal account is being used, business must be Sole Prop or Single Member LLC)

Name on Account: ______________________

Routing #: ______________ Account #: ______________ ☐ **Checking** ☐ **Savings**

Account Use: ☐ **All (Default)** ☐ **Deposit Fees** ☐ **Fees** ☐ **Chargebacks**

## Dual Banking

**Banking Information #2 (Optional)**

Bank Name: ______________ Merchant Legal Name: ______________
(or full name on checks)

Routing Number: ______________ Account Number: ______________

Phone Number: ______________________

Specific Account Type: ☐ **Checking** ☐ **Savings Account Use:** ☐ **Deposits** ☐ **Fees** ☐ **Chargebacks**
(Select all that Apply)

(Select all that Apply)

## Signature of Principal on Account*: ______________________

Principal Phone Number: ______________________

Principal Email Address: ______________ Date: ______________

1. Send completed form to: onboarding@clearent.com
2. Please allow 3-5 business days for the update to be completed.
3. You will receive an email from onboarding@clearent.com once your update has been completed. Be sure to check your junk/spam!