



**Authorization for Modification of Merchant Settlement Information**  
**PLEASE FOLLOW INSTRUCTIONS AND SUBMIT ACCORDINGLY**

Name of Owner/Principal (print): \_\_\_\_\_

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm / dd / yyyy )

Merchant email (required for confirmation of change): \_\_\_\_\_

Merchant ID: \_\_\_\_\_

**Instructions:**

1. Person signing must be the same as the person who signed the Merchant Processing Agreement.
2. Please attach a pre-printed void check from the new account or a bank letter confirming the routing and account number.
3. Submit the completed form and pre-printed void check to Pivotal Payments ACH Department:

**Fax:** 866-607-4868

**Email:** [ach@pivotalpayments.com](mailto:ach@pivotalpayments.com)

**Settlement information needed to make the necessary changes:**

Company ID (MID): \_\_\_\_\_

For Canadian Merchants  
select:

Account Holder Name: \_\_\_\_\_

Credit Card Settlement

Routing/ABA Number: \_\_\_\_\_

Debit/Interac Settlement

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Type: \_\_\_\_\_

*Please note that the account must be drawn on a checking account. Savings accounts cannot be used. If you have an Amex account please call Amex directly to update.*

**Authorization for modification of merchant settlement information:**

I hereby authorize all credits and debits related to the above referenced merchant account, in accordance with the merchant processing agreement, to post by ACH to the bank account listed above and corresponding to the attached void check or bank letter.

Signature of Owner/Principal:

\_\_\_\_\_