



727 N 1550 E 3rd Floor
Orem, UT 84097
nex.io

FOR NEXIO OFFICE USE ONLY

Date Nexio Received _____

Date Change Made _____

Date Scanned _____

DDA _____

By _____

BANK ACCOUNT CHANGE REQUEST FORM

Merchant Name _____

Merchant Number _____

IMPORTANT

These bank changes will only be reflected for your Visa, MasterCard, and Discover transactions. You will need to contact American Express directly at 1.800.528.5200 to make these changes with them.

During the change of your bank account information, funds may continue to be deposited into your old bank account due to funds already in transit. Please allow 7 business days for the ACH of funds to be completely transferred. Nexio will not be held responsible for lost funds.

Old Banking Information

Bank Name _____

Bank Phone Number _____

Routing Number/ABA Number _____

Account Number _____

New Banking Information (MUST INCLUDE A VOIDED CHECK OR BANK LETTER)

Bank Name _____

Bank Phone Number _____

Routing Number/ABA Number _____

Account Number _____

Notes (Please provide detailed reason for this bank change request)

Signature of Authorized Principal _____

(As specified on the Merchant Application/Agreement)

Date _____

Phone _____

Printed Name _____

Email Address _____

**Please attach a voided check or bank letter and a copy of the signer's Driver's License.
Please send this request form to our customer service team by fax: 1.877.537.9485,
or by email: support@nex.io. Please contact our customer service department
by phone: 1.877.267.4324, or by email: support@nex.io with any questions.**