

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**

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** **Account Use:** **Deposits** **Fees** **Chargebacks**
(Select all that Apply)

Signature of Principal on Account*: _____

Principal Phone Number: _____

Principal Email Address: _____ Date: _____

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