

INTRUCTIONS BANK MANAGER

In order to process a bank account update or NACHA request a pre printed voided check that includes the business name and address is required or an official bank letter. An official bank letter should look like what is below:

OFFICIAL BANK LETTER HEAD

BANK ADDRESS AND CONTACT INFORMATION

Date

Attention:

Re:

To Whom It May Concern

Please be advised that (merchant) a business entity maintains a business checking account with (bank name). This account is active and suitable for merchant deposits.

Bank Routing Number:

Checking Account Number:

Please do not hesitate to contact me if there are any questions regarding this matter.

Sincerely,

(Signature)

Name

Position with bank

OFFICIAL BANK FOOTER