



## REQUEST TO CHANGE BANKING INFORMATION

**THIS Request to Change Banking Information for Pay4SchoolStuff Deposits MUST BE COMPLETED BY THE PERSON WHO HAS SIGNED THEIR NAME ON THE PAY4SCHOOLSTUFF AGREEMENT.**

Completion of the information on this form is for the purpose of **changing** the banking information that is currently on file with Pay4SchoolStuff. By fax submission of this form you are hereby authorizing that any funds collected for your organization will be deposited to the account detailed here, according to the provisions of your Pay4SchoolStuff Agreement. Receipt of this information will be confirmed with an email to verify the next deposit of funds to your account will be made according to the information below. Any mistakes, changes, omissions or deletions must be made on a separate form in order to effect satisfactory deposit of funds to your organization's bank account. Furthermore, Pay4SchoolStuff is not responsible for any errors made in the completion or submission of this form.

Your name: \_\_\_\_\_

Your signature: \_\_\_\_\_

School or organization: \_\_\_\_\_

Your contact e-mail address: \_\_\_\_\_

Your contact phone number: \_\_\_\_\_

<u>Current Banking Information:</u>	<u>New Banking Information:</u>
<u>Bank Name:</u>	<u>Bank Name:</u>
<u>Routing Number:</u>	<u>Routing Number:</u>
<u>Account Number:</u>	<u>Account Number:</u>
<u>Bank Address:</u>	<u>Bank Address:</u>
<u>Bank Phone Number:</u>	<u>Bank Phone Number:</u>

**\*Please fax a copy of a voided check OR bank letter that contains the new account information along with a valid government ID AND this form to 866-480-8550.**