

Changing your Merchant Account Information

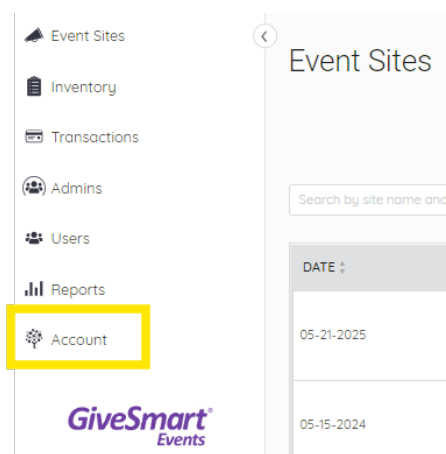
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This article details how to locate the information currently associated with your GiveSmart Events Merchant Account, and the steps to take on how to update key information such as the linked Bank Account for deposits, Legal Name/Tax ID, Financial Signer, and DBA name on file with the merchant services provider, CardConnect.

Note: Your Organization may have more than one merchant account, since all GiveSmart modules (Events, Fundraise, and Donor CRM) require their own unique merchant account ID (MID). Please reach out to your Customer Success Manager with additional questions.

How do I locate the information currently associated with my merchant account?

From your GiveSmart Event Org. Hub, navigate to the Account tab.



On the right-hand side, under Credit Card Processing, note your Merchant ID (MID), Status, as well as the current Legal Name, Commonly Known As (DBA Name), and Financial Contact (Account Owner/Signer) on file with CardConnect.

CREDIT CARD PROCESSING

Account Details

Card Processor	CardConnect
MID	
Status	Active

Additional Information

This information was provided on the original merchant application and/or subsequent merchant account updates. It may be requested when submitting a change to your merchant account.

Legal Name	
Commonly Known As	Community Brands
Financial Contact	N/A

Once a GiveSmart Events Merchant Account is established (noted in the above Account details), new Event Sites that are created will be automatically linked to that merchant account by its merchant ID (MID).

Making changes to your Merchant Account

If any changes are needed for your Merchant Account (Legal Name/Tax ID, Account Owner/Signer, Banking Information, or DBA Name), please complete the correct form linked below and send it to GiveSmart Merchant Support at support@givesmart.com.

IMPORTANT: If more than one of the following needs to be updated at one time, a **NEW** Merchant Account Application is needed. Don't hesitate to get in touch with support@givesmart.com for assistance submitting a new application.

- **Account Owner/Signer**
- **Legal Name and/or Tax ID**
- **Banking information**

Please Note:

Forms not submitted or signed directly by the merchant account owner/Signer on file (e.g. by another party on behalf of the merchant account owner/signer, or by any other party) **will be rejected**.

Forms that are incomplete or illegible will be returned.

Bank Account Change

1. Download the [Bank Change Request Form](#)
2. Have the account owner/signer on file for the merchant account or an authorized person complete the form neatly.
 - Attachments:
 - [Voided Business Check](#) (non-starter) **OR** a [Bank Letter](#). The bank letter must be on bank letterhead, dated within the past 30 days, and include the organization's name, account and routing numbers, and a signature from a banker with contact information.
 - A [Bank Letter verifying CardConnect's ACH](#) withdrawal ID# G592126793 is added to the account.
3. The account owner/signer on file for the merchant account must sign, date, and provide their title.
 - **If the form is signed with a handwritten signature (pen to paper) the account owner/signer must also include a copy of their driver's license or government ID.**
 - **If the form is signed digitally, a digital receipt from the software used must accompany the change request form, as well as, the account owner/signer must also include a copy of their driver's license or government ID.**
4. The account owner/signer must submit the form and attachments to support@givesmart.com from their email on file requesting the update.
 - Submit all paperwork together to expedite the process.
 - It can take at least **7-10 business days** upon submission to establish the new bank account.
 - ACH activity cannot take place in the new account until the process is complete.

Legal Name and/or TIN Change

1. Download the [Legal Name TIN Change Request Form](#)
2. Have the account owner/signer on file for the merchant account.
3. Attachment:
 - Include One Supporting Document. Select from the following: Federal IRS W9, IRS Federal Tax ID (EIN) Letter (AKA: SS4 Letter), or 147-C.
4. Select the Reason for the Legal Update:
 - CORRECTING TAX INFORMATION ON FILE
 - FILING STATUS OF MERCHANT HAS CHANGED
 - OWNERSHIP OF THE LOCATION HAS CHANGED
5. The account owner/signer on file for the merchant account must sign, date, and provide their title.
 - **If the form is signed with a handwritten signature (pen to paper) the account owner/signer must also include a copy of their driver's license or government ID.**
 - **If the form is signed digitally, a digital receipt from the software used must accompany the change request form, as well as, the account owner/signer must also include a copy of their driver's license or government ID.**
6. The account owner/signer must submit the form and attachments to support@givesmart.com from their email on file requesting the update.

- Submit all paperwork together to expedite the process.
- It can take at least **7-10 business days** upon submission to establish the new bank account.

Financial Signer Change

1. Download the [Signer Change Request Form](#)
2. Have the **NEW** account owner/signer on file for the merchant account or an authorized person complete the form neatly.
3. Attachments:
 - Proof the NEW account owner/signer is part of the organization (one of the following):
 - Corporate Minutes confirming the signer to their position
 - Corporate Board of Resolution
 - Articles of Incorporation or Organization
4. The account owner/signer on file for the merchant account must sign, date, and provide their title
 - **If the form is signed with a handwritten signature (pen to paper) the account owner/signer must also include a copy of their driver's license or government ID.**
 - **If the form is signed digitally, a digital receipt from the software used must accompany the change request form, as well as, the account owner/signer must also include a copy of their driver's license or government ID**
5. The account owner/signer must submit the form and attachments to support@givesmart.com from their email on file requesting the update.
 - Submit all paperwork together to expedite the process.
 - It can take at least **7-10 business days** upon submission to establish the new bank account.

Doing Business As (DBA) Name Change

1. Submit an email request to Merchant Support at support@givesmart.com to ask for a DBA name update.
2. Include the following information:
 - Organization Name
 - Current DBA Name
 - New DBA Name

Related Resources

 [Bank Change Request Form](#) 

 [Legal Name TIN Change Request Form](#) 

 [Signer Change Request Form](#) 

