

# Updating Your Merchant Account Information

The [Merchant Account Update Form](#) lets you update your organization's

- Bank accounts
- Legal name, DBA name, or Federal Tax Identification Number
- Primary and administrative contacts


You can complete and submit this form online.


[Merchant Account Update Form \(US\)](#)

[Merchant Account Update Form \(Canada\)](#)

## Manage Deposit Accounts

To make reconciling deposits easier, assign different accounts for online giving and event registration. When you use two accounts, your online contributions batch separately from your event payments. You can post these batches to the same physical bank account or separate bank accounts. If you only see one account, contact Vanco Client Services at 800-675-7430 to enable a second account.

1. Point to **Admin**, then click **Merchant Account Profile**.
2. For **Online Giving is using Account**, click  beside the name of the merchant account.
3. Select the new merchant account from the drop-down list, then click **Update**.

1. Point to **Admin**, then click **Merchant Account Profile**.
2. For **Event Registration is using Account**, click  beside the name of the merchant account.
3. Select the new merchant account from the drop-down list, then click **Update**.

## Accept Gifts from International Addresses

If you want to accept gifts from addresses outside the US and Canada, e-mail [riskmgmt@VancoPayments.com](mailto:riskmgmt@VancoPayments.com). Vanco will set a flag to allow you to enter international billing addresses.

### Related Topics

- [New User Checklist](#)
- [Updating Your Merchant Account Information](#)
- [Managing Scheduled Gifts](#)
- [ACS Pay Plus](#)