

How to Change Your Bank Account

1. Print and complete an “Electronic Funds Transfer Authority (EFT)” form (located below) to change the bank account that we use to withdraw your weekly invoice settlements.
2. Be sure to include a voided check or a letter from your bank (as directed on the form).
3. The form will need to be signed by an owner of record or an authorized signer. If you are unsure whether you are authorized or not you can contact your Lottery Sales Representative or call Retailer Licensing at (505) 342-7600.
4. Mail in the originals (bank changes can only be made with original paperwork, no faxes or emails) to:

New Mexico Lottery Authority
Attn: Retailer Licensing
P.O. Box 93130
Albuquerque, NM 87199-3130

5. You will be notified before the new bank account is initially drafted; a bank change can take from 2-3 weeks. Please, do not close your old EFT bank account until you receive confirmation from the Lottery.
6. If you have any questions please call Retailer Licensing at (505) 342-7600.

This box is for Retailer Licensing Only

Retailer Number: _____

Retailer Name: _____

ELECTRONIC FUNDS TRANSFER AUTHORITY (EFT)

I HEREBY AUTHORIZE THE New Mexico Lottery to make automatic withdrawals or deposits each week from or into my business checking account which is at the following Depository Financial Institution (name of your bank) _____ in (City)_____ and authorize the DFI to charge such withdrawals or deposits to my listed account. Adjusting entries to correct errors and to collect additional charges, which may include penalties and/or interest, are also authorized.

It is agreed that these withdrawals, deposits and adjustments will be electronically made by the Electronic Fund Transfer System (EFT) under the rules and regulations of the New Mexico Lottery and the National and Local Automated Clearing House (ACH) Associates. I understand that this Authority will remain in effect at least 14 days of submitting a change of account to the New Mexico Lottery. I HAVE ATTACHED A VOIDED CHECK (No deposit slips) TO THIS FORM FOR THIS ACCOUNT.

Check this box if this is to change the account used for an existing Retailer account

Retailer #:

Retailer Name:

Account Name as Shown on your bank account:

Business Name (this name MUST be registered with your bank.

Street Address (physical address of business where you sell New Mexico Lottery products.

City :

State:

Zip:

Signature of Authorized Party (Must be the same as the signature on the bank account, and an authorized representative of the business.)

STAPLE VOIDED CHECK HERE FROM THE ACCOUNT TO BE USED FOR EFT SWEEP

DO NOT USE A DEPOSIT SLIP

DO NOT USE PHOTO COPY OF THE CHECK

MUST BE ORIGINAL VOIDED CHECK TO PROCESS

Sign Here:

Print Name Here:

Date:

New Mexico Lottery Authority

P.O. Box 93130

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505-342-7600