

MERCHANT ACCOUNT INFORMATION CHANGE FORM

MERCHANT INSTRUCTIONS

FAX INSTRUCTIONS	MAILING INSTRUCTIONS
Please complete the form below and fax it to: Fax: 888-415-0052 Attn: Merchant Services or email to: support@merchantserviceshq.com	Please complete the form below and mail it to: Merchant Services 255 Gold Rivers Court Third Floor Basalt, Co 81621

Note: If your Type of Ownership is changing from what was indicated on your original application (i.e. sole proprietorship -> partnership, etc.) you may be required to submit a new application for this change to be processed.

REQUIRED INFORMATION

Merchant information to be changed check all that apply:

☐ DBA
 ☐ Mailing Address
 ☐ Physical Address
 ☐ Phone
 ☐ Add Contact

Merchant Number (Required)	
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Current DBA Name (Required)	
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DBA CHANGE REQUEST

New DBA Name	
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LEGAL BUSINESS NAME CHANGE REQUEST

Old Legal Name:	
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New Legal Name:
 (You will be required to update your application documents to process this change. We will provide these documents after receiving this request.)

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MAILING ADDRESS CHANGE REQUEST

Old Mailing Address	
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New Mailing Address	
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PHYSICAL ADDRESS CHANGE REQUEST

Old Physical Address	
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New Physical Address	
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BUSINESS PHONE AND CONTACT CHANGE REQUEST

New Business Phone	
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REQUIRED AUTHORIZATION

Authorized Signer's Name (Required, Please Print)	Authorized Signature (Required)	Date (Required)
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