

REQUEST FOR CHANGE TO EXISTING ACCOUNT

Please fax this form to (404) 250-0420



Merchant Identification (MID) #: _____ Phone #: _____

Business Name (DBA): _____

Federal Tax ID or Social Security #: _____

How would you like to be notified of the change? E-mail #1: _____

_____ E-mail #2: _____

**PLEASE COMPLETE THE FORM IN ITS ENTIRETY.
CHANGES WILL BE MADE ONLY TO THE AREAS YOU SPECIFY HAVE CHANGED**

PLEASE CHECK BOX FOR EITHER "NO CHANGE" OR "INFO CHANGE" ON EACH ITEM.

<input type="checkbox"/>	<input type="checkbox"/>	Business Name:	_____	<small>(One Character per space, maximum of 20 characters including blank spaces)</small>
<input type="checkbox"/>	<input type="checkbox"/>	Corporate Name: <small>(If Different from Business Name)</small>	_____	<small>(One Character per space, maximum of 20 characters including blank spaces)</small>
<input type="checkbox"/>	<input type="checkbox"/>	Federal Tax ID #:	_____	
<input type="checkbox"/>	<input type="checkbox"/>	Location Street Address:	_____	
<input type="checkbox"/>	<input type="checkbox"/>	City:	_____ State: _____ Zip: _____	
<input type="checkbox"/>	<input type="checkbox"/>	Contact Person:	_____ Website: _____	
<input type="checkbox"/>	<input type="checkbox"/>	Phone #	_____ Fax #: _____	

PLEASE COMPLETE BELOW ONLY IF PRINCIPAL/OWNER/OFFICER INFORMATION IS CHANGING

Principal/Owner #1 Title: _____ Ownership%: _____

Name: _____ Social Security #: _____

Address: _____ City, State, Zip: _____

Principal/Owner #2 Title: _____ Ownership%: _____

Name: _____ Social Security #: _____

Address: _____ City, State, Zip: _____

Note: If ownership or business structure is changing, please contact your sales channel or customer service for further instructions

Owner/Officer Signature (Required) Print Name and Title Date

For BANK/INTERNAL USE ONLY:		<input type="checkbox"/> NAE
Requestor: _____	Phone# _____	<input type="checkbox"/> AGENT BANK
Duly authorized Bank Office signature required if submitting on behalf of the merchant		<i>Owner/Officer and Bank Signature Required</i>
Rel	Pend Reason	Approved Keyed