|  |
| --- |
| OFFICE INFORMATION |
|  |
|  |       |  |       |  |       |  |       |  |
|  | Office ID |  | Rep Name / ID |  | App ID |  | Ticket # |  |
|  |
| MERCHANT INFORMATION |
|  |       |  |       |  |
|  | Merchant ID (MID) |  | Address |  |
|  |       |  |       |  |
|  | DBA Name |  | City |  |
|  |       |  |       |  |
|  | Contact Name |  | State |  |
|  |       |  |       |  |
|  | Email Address for Notification of Request Completion |  | Zip Code (+4) |  |
|  |       |  |       |  |
|  | Phone |  | Fax |  |
|  |  |  |
|  | **PLEASE NOTE**: This affects Mastercard® / Visa® deposits and fees only. If you accept other card types (i.e. Amex, Discover, Diners, JCB, Carte Blanche) you must notify the respective company of the change. |  |
| ADD / REMOVE or CHANGE CONTACT PERSON |
|  | **PLEASE NOTE**: Adding a contact to the account allows them access to information on your account. |  |
|  |
|  | Please | [ ]  ADD | [ ]  REMOVE |  |       |  | as the contact on this account. |  |
|  |  | Select one only |  | Full Name |  |  |  |
|  |
|  | Please | [ ]  CHANGE | the contact person on this account as follows: |  |
|  | FROM: |       | TO: |       |  |  |
|  |  | **PREVIOUS** Contact Person Name |  | **NEW** Contact Person Name |  |  |
|  |
| CHANGE MERCHANT INFORMATION |
|  |
|  |       |  |       |  |
|  | **PREVIOUS** Phone Number |  | **NEW** Phone Number |  |
|  |       |  |       |  |
|  | **PREVIOUS** Fax Number |  | **NEW** Fax Number |  |
|  |       |  |       |  |
|  | **PREVIOUS** Email |  | **NEW** Email |  |
|  |
| SIGNATURE AND ACCEPTANCE |
| In accordance with the terms set out above, I authorize the above change(s): |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | X |  |  |  |  | X |       |  |  |
|  |  |  | Signature (Must be Signatory on File) |  |  |  |  | Signer’s Name (Please Print) |  |  |
|  |  | X |       |  |  |  | X |       /       /       |  |  |
|  |  |  | Signer’s Title (Please Print) |  |  |  |  | Dated |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |