|  |  |  |
| --- | --- | --- |
|  |  | OFFICE INFORMATION |
|  |       /       /       |  |       |  |       |  |
|  | Today’s Date |  | App ID |  | Ticket # |  |
|  |       |  |  |  |  |  |
|  | Email Address for Notification of Request Completion |  |  |  |  |  |
|  |  |  |  |  |
| ACCOUNT INFORMATION CURRENTLY ON FILE |  |  |
|  |       |  |       |  |
|  | Merchant ID (MID) |  | Merchant Legal Name |  |
|  | [ ]  YES | [ ]  NO |  |     | of |     |  | [ ]  YES | [ ]  NO |  |
|  | Is this a multi-merchant? |  | If yes, location number: |  | Does the Merchant have POS systems? |  |
|  |  |  |  |  |
| INFORMATION TO BE CHANGED |
|  |  |  |  |  |
|  | CHANGE DBA NAME TO |  |
|  |       |  |       |  |
|  | PREVIOUS  ***DBA NAME*** |  | NEW ***DBA NAME*** |  |
|  |  |  |  |  |
|  | CHANGE MAILING ADDRESS TO |  |
|  |       |  |       |  |
|  | PREVIOUS ***MAILING*** ADDRESS |  | NEW ***MAILING*** ADDRESS |  |
|  |       |  |       |  |
|  | PREVIOUS ***MAILING*** CITY, STATE, ZIP CODE |  | NEW ***MAILING*** CITY, STATE, ZIP CODE |  |
|  |  |  |  |  |
|  | CHANGE LOCATION ADDRESS TO |  |
|  |       |  |       |  |
|  | PREVIOUS ***LOCATION*** ADDRESS |  | NEW ***LOCATION*** ADDRESS |  |
|  |       |  |       |  |
|  | PREVIOUS ***LOCATION*** CITY, STATE, ZIP CODE |  | NEW ***LOCATION*** CITY, STATE, ZIP CODE |  |
|  |  |  |  |  |
|  | CHANGE CONTACT INFORMATON TO |  |
|  |       |  |       |  |
|  | PREVIOUS ***PHONE*** NUMBER |  | NEW ***PHONE*** NUMBER |  |
|  |       |  |       |  |
|  | PREVIOUS ***FAX*** NUMBER |  | NEW ***FAX*** NUMBER |  |
|  |       |  |       |  |
|  | PREVIOUS ***EMAIL*** ADDRESS |  | NEW ***EMAIL*** ADDRESS |  |
|  |  |  |  |  |
| 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 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |