

MERCHANT ACCOUNT INFORMATION CHANGE FORM

MERCHANT INSTRUCTIONS

FAX INSTRUCTIONS

Please complete the form below and fax it to:
Fax: 888-415-0052
Attn: Merchant Services
or email to:
support@merchantserviceshq.com

MAILING INSTRUCTIONS

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)

Current DBA Name
(Required)

DBA CHANGE REQUEST

New DBA Name

LEGAL BUSINESS NAME CHANGE REQUEST

Old Legal Name:

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.)

MAILING ADDRESS CHANGE REQUEST

Old Mailing Address

New Mailing Address

PHYSICAL ADDRESS CHANGE REQUEST

Old Physical Address

New Physical Address

BUSINESS PHONE AND CONTACT CHANGE REQUEST

New Business Phone

REQUIRED AUTHORIZATION

Authorized Signer's Name
(Required, Please Print)

Authorized Signature
(Required)

Date
(Required)