

MERCHANT ACCOUNT INFORMATION CHANGE FORM

MERCHANT INSTRUCTIONS

FAX INSTRUCTIONS	MAILING INSTRUCTIONS
Please complete the form below and fax it to: 888.488.4085 ACCOUNT CHANGES	Please complete the form below and mail it to: Total Merchant Services 3021 Berks Way Ste 202 Raleigh, NC 27614

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
 Legal Name
 Mailing Address
 Physical Address
 Phone
 Add Contact

Merchant Number (Required)	
Current DBA Name (Required)	

DBA CHANGE REQUEST

New DBA Name	
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LEGAL BUSINESS NAME CHANGE REQUEST

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

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		Add Contact: <small>(Not authorized signer)</small>	
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REQUIRED AUTHORIZATION

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