

UPDATE BUSINESS INFORMATION REQUEST

Sales Consultant Name: _____ Rep #: _____
MID: _____
DBA: _____

Contact Information Update

Merchant signature(s) not required for Contact Information updates. Signatures are Mandatory for DBA Change Request.

- CHANGE CORPORATE/LEGAL ADDRESS – P.O. BOX IS ACCEPTABLE
- CHANGE DBA ADDRESS – CANNOT USE A P.O. BOX FOR LOCATION ADDRESS
- CHANGE DBA PHONE NUMBER
- CHANGE DBA FAX NUMBER
- CHANGE CONTACT PERSON
- CHANGE STATEMENT MAILING ADDRESS
- CHANGE E-MAIL ADDRESS
- CHANGE WEBSITE ADDRESS

Address: _____
City/State/Zip: _____
Phone#: _____ Fax#: _____
E-Mail Address: _____ Website Address: _____

'Doing Business As' Change Request

New DBA: _____

If you have changed Legal Name, Ownership, Partners, or changed from Sole Proprietor to Corporation a Complete New Application is required.

Corporate Name: _____ Federal Tax ID: _____

Principal/Owner #1 Name: _____

Title: _____ % Equity Ownership: _____

Principal/Owner #2 Name: _____

Title: _____ % Equity Ownership: _____

\$20.00 DBA Change Fee Applies, Charged on Credit Card Processing Statement

If you accept these cards please contact them directly, they will need to make the appropriate changes to their system as well; American Express (800-528-5200)

- Discover (800-347-2000)
- Diners Club (800-525-7376)
- JCB (800-366-4522)

X _____
Principal/Owner Signature #1 (Original Signer) _____ Print Name /Date

X _____
Principal/Owner Signature #2 (Original Signer) _____ Print Name/ Date

MSP CONTACT SIGNATURE X _____ DATE _____

I have Verified that the above information has been reviewed and is correct