



# Change of Business Information

All information listed is required and must be completed. Please fax this form to Customer Service at 1-888-569-3180. This request will not be processed until the required documents are provided and approved.

Merchant Number: \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ Doing Business Name Change: \_\_\_\_\_

\_\_\_\_\_ Change in Business Type (Corporation, LLC, Partnership, Non Profit) : \_\_\_\_\_

\_\_\_\_\_ Legal Name Change \_\_\_\_\_

\_\_\_\_\_ Change in Ownership \_\_\_\_\_

In order to process your request, a pre-printed voided check or a bank letter and one of the following items supporting the above change must be submitted.

Please check all that apply:

\_\_\_\_\_ Articles of Incorporation

\_\_\_\_\_ Name Change Filing

\_\_\_\_\_ Doing Business as Filing

\_\_\_\_\_ Business License

\_\_\_\_\_ Fictitious name Filing

PLEASE NOTE THAT A CHANGE IN BUSINESS TYPE (IE: CORPORATION, PARTNERSHIP, OR LLC) MAY REQUIRE A NEW APPLICATION.

Authorized Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Must be signer of Original Merchant Processing Application

Print Name: \_\_\_\_\_ Contact Phone Number : \_\_\_\_\_

If you should have any questions, please contact the Customer Service department at (800) 705-2559.