

Merchant Services

BUSINESS NAME CHANGE FORM

IMPORTANT - PLEASE READ BEFORE PROCEEDING:
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM TO DATA PROCESSING AT (818) 540-6808.
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED
DOCUMENTS ARE PROVIDED AND APPROVED.
Thank you for your cooperation.

Merchant Number: _____

PLEASE CHECK ALL THAT APPLY:

- | | |
|--|---|
| <input type="checkbox"/> Doing Business As Name Change | <input type="checkbox"/> Legal Business Name Change |
| <input type="checkbox"/> Change In Business Type (New Corporation, LLC, Partnership) | <input type="checkbox"/> Change In Ownership |
| | <input type="checkbox"/> Tax ID Number Change |

Old Doing Business As Name: _____

New Doing Business As Name: _____

Old Legal Business Name: _____

New Legal Business Name: _____

New EIN: _____

IN ORDER TO PROCESS YOUR REQUEST, A VOIDED CHECK AND AT LEAST ONE OF THE FOLLOWING ITEMS SUPPORTING THE ABOVE CHANGE MUST BE SUBMITTED:
(Please check submitted item)

- | | |
|--|---|
| <input type="checkbox"/> Articles of Incorporation | <input type="checkbox"/> Doing Business As Filing |
| <input type="checkbox"/> Name Change Filing | <input type="checkbox"/> Business License |
| <input type="checkbox"/> Seller's Permit | <input type="checkbox"/> Fictitious Name Filing |
| <input type="checkbox"/> W-9 | <input type="checkbox"/> SS-4 |

A change in business type (i.e. new corporation, partnership, LLC) may require completion of a new application and agreement.

Signature of Authorized Principal

(as specified on the Merchant Application/Agreement)

Date

Print Name

Phone

Email Address

If you should have any questions, please contact our Merchant Services department at (800) 554-2777 or email us at merchantsupport@merchants-help.com