



Best Rates · Local Service · Go Direct

Please fax to: 1-800-434-8616

DBA Name: _____

Merchant Number: _____

Address Change

Previous Address

Street Unit/Suite

City State Zip Code

New Physical Address (cannot be a PO box)

Street Unit/Suite

City State Zip Code

New Mailing Address

Street Unit/Suite

City State Zip Code

Phone/Fax Change

Business Phone: (____) _____ - _____ **Contact:** _____

Business Fax: (____) _____ - _____

Other: (____) _____ - _____ **Please specify:** _____

DBA Name Change

NOTE: This is the name that appears on a customer's credit card statement.
It should match the signage of your business, as well as the receipt.

Previous DBA Name: _____

New DBA Name: _____

X _____ **Date:** _____

NOTE: Account Maintenance Requests will not be completed until all information is verified.
Thank you for your cooperation.