

## Change in Terms Request Form

**Important: Please read before proceeding:**

\*ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.

\*PLEASE FAX THIS REQUEST FORM TO CUSTOMER SUPPORT [866.453.2060](tel:866.453.2060).

\*THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE PROVIDED AND APPROVED.

Date: \_\_\_\_\_

Merchant DBA \_\_\_\_\_

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

It has been determined that the terms and conditions of the existing Merchant Processing Agreement must be revised.

The affected area(s) and new term(s) are as follows:

New Terms and Conditions:

- 
- 

I hereby agree to and acknowledge the above change in terms and changes to the application I submitted and understand that these changes are subject to final approval by the bank.

\_\_\_\_\_  
**Signature of Authorized Principal** (as specified on the Merchant Account Application/Agreement) DATE

\_\_\_\_\_  
PRINT NAME TITLE PHONE

Please direct questions to Customer Service 866-979-0260. Fax 866.453.2060. [support@emerchant.com](mailto:support@emerchant.com)

OFFICE USE ONLY

BANK \_\_\_\_\_ DATE \_\_\_\_\_