

Business Name & DBA Change 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.
- *MERCHANT MUST MAKE ACCOUNT CHANGES DIRECTLY WITH AMERICAN EXPRESS (800) 528.5200.
- *SOME FEES MAY APPLY.

Merchant Number _____

Current DBA: _____

New DBA: _____

Allow 48 Hours before Terminal Receipt reflect new name

Current Legal Name _____

New Legal Name _____

New Business Type: Change to LLC Change to Corporation

Are you selling different products: Yes No If yes, describe _____

Please submit one of the following supporting documents:

- | | |
|--|---|
| <input type="checkbox"/> Articles of Incorporation | <input type="checkbox"/> DBA Filing |
| <input type="checkbox"/> Name Change Filing | <input type="checkbox"/> Business Filing |
| <input type="checkbox"/> Seller's Permit | <input type="checkbox"/> Fictitious Name Filing |

Note: A change in ownership or legal status will require a new application.

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

 PRINT NAME PHONE EMAIL

Please direct all questions to Customer Support at 866-979-0260. **Fax to 866.453.2060.** support@emerchantdiscount.com

OFFICE USE ONLY

BANK _____ DATE _____

GATEWAY _____ DATE _____