



# MERCHANT ACCOUNT INFORMATION CHANGE FORM

## MERCHANT INSTRUCTIONS

FAX INSTRUCTIONS	MAILING INSTRUCTIONS
<p>Please complete the form below and fax it to:</p> <p><b>Fax: (888) 398-6002</b>  <b>Fax: (310) 496-0762</b>  <b>Attn: Merchant Services</b></p>	<p>Please complete the form below and mail it to:</p> <p><b>CardReady</b>  <b>1801 Century Park East</b>  <b>Suite 2400</b>  <b>Los Angeles, CA 90067</b></p>

*Note: If your Type of Ownership is changing from what was indicated on your original application (i.e. sole proprietorship -> partnership, etc.) you may be required to submit a new application for this change to be processed.*

## REQUIRED INFORMATION

Merchant information to be changed check all that apply:

- DBA   
 Legal Name   
 Mailing Address   
 Physical Address   
 Phone   
 Add Contact

Merchant Number (Required)	
Current DBA Name (Required)	

## DBA CHANGE REQUEST

New DBA Name	
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## LEGAL BUSINESS NAME CHANGE REQUEST

Old Legal Name:	
<b>New Legal Name:</b> <small>(You will be required to complete pages 1 &amp; 2 of the application documents as well. We will provide these documents after receiving this request.)</small>	

## MAILING ADDRESS CHANGE REQUEST

Old Mailing Address	
New Mailing Address	

## PHYSICAL ADDRESS CHANGE REQUEST

Old Physical Address	
New Physical Address	

## BUSINESS PHONE AND CONTACT CHANGE REQUEST

New Business Phone		<b>Add Contact:</b> <small>(Not authorized signer)</small>	
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## REQUIRED AUTHORIZATION

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Authorized Signer's Name  
(Required, Please Print)

Authorized Signature  
(Required)

Date  
(Required)