



DBA LEGAL NAME OR BUSINESS TYPE CHANGE REQUEST FORM

**IMPORTANT - PLEASE READ BEFORE PROCEEDING:
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM TO NEW ACCOUNTS AT (209) 320-2108.
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE SIGNATURE
HAS BEEN VERIFIED.**

Thank you for your cooperation.

Merchant Name: _____
Merchant Number: _____
Requestor's Name: _____
Requestor's Phone: _____

CHANGE REQUEST INFORMATION

LEGAL NAME CHANGE (NEW NAME) _____

(* A copy of the business license indicating the new DBA will be required before change can be processed.

BUSINESS CHANGE TYPE (NEW TYPE) _____

(* A copy of the business license indicating the new DBA will be required before change can be processed.

NEW TAX ID _____

DBA (Doing Business As) CHANGE _____

**Please note: For DBA changes; copies of the filed DBA must be supplied to process your request.
A change in business type (i.e. new corporation, partnership, LLC) will require a new
application and agreement be completed.**

Signature of Authorized Principal

(as specified on the Merchant Application/Agreement)

Date

If you should have any questions, please contact our Merchant Services department at (800)909-2124 or email us at help@emerchantprocessing.com