

# Customer Address/Name Change Request



Merchant Number: 3200100 \_\_\_\_\_  
Merchant DBA Name: \_\_\_\_\_

*Once the form is completed, please fax it back to  
214-342-9797*

## Please circle what change you are making:

**New Address Information/Phone Number**

**Business has new name**

New Physical Address

New Statement Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Phone Number (    ) \_\_\_\_\_ - \_\_\_\_\_

---

New Name

Business Name

DBA Name

\_\_\_\_\_

\_\_\_\_\_

You must include appropriate documentation in order to have the business or DBA name changed. Please include a copy one or all of the following:

**Your Incorporation certificate**  
**Sales Tax Permit**  
**Business License**

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date)

In order for this request to be honored, we must have the principal's signature on this account as listed on the Datalink Bankcard Services application.