

Merchant Services

BUSINESS NAME CHANGE FORM

IMPORTANT - PLEASE READ BEFORE PROCEEDING:

**ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM TO DATA PROCESSING AT (818) 701-2412.
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED
DOCUMENTS ARE PROVIDED AND APPROVED.**

Thank you for your cooperation.

Merchant Number: _____

PLEASE CHECK ALL THAT APPLY:

- Doing Business As Name Change Legal Business Name Change
 Change in Business Type (New Corporation,
LLC, Partnership)

Old Doing Business As Name: _____

New Doing Business As Name: _____

Old Legal Business Name: _____

New Legal Business Name: _____

**IN ORDER TO PROCESS YOUR REQUEST, AT LEAST ONE OF THE FOLLOWING ITEMS
SUPPORTING THE ABOVE CHANGE MUST BE SUBMITTED: (Please check submitted item)**

- Articles of Incorporation Doing Business As Filing
 Voided Check Name Change Filing
 Business License Seller's Permit

**A change in business type (i.e. new corporation, partnership, LLC) may require completion
of a new application and agreement.**

Signature of Authorized Principal

(as specified on the Merchant Application/Agreement)

Date

Print Name

If you should have any questions, please contact our Merchant Services department at (800) 324-9825 or email us at merchantsupport@merchant-help.com