



Address/Phone/Fax Change Request Form

Fax Completed Request to Data Processing: 818-597-7083

If you have any questions, please call Merchant Services at 800-589-8200

Merchant Name: _____
Merchant Number: _____

Previous Address:

_____		_____
Street	Unit/Suite/Apt.	
_____		_____
City	State	Zip Code

New Physical Address:

_____		_____
Street	Unit/Suite/Apt.	
_____		_____
City	State	Zip Code

New Mailing Address: (if PO Box, above physical address must be completed)

_____		_____
Street	Unit/Suite/Apt.	
_____		_____
City	State	Zip Code

New Merchant Phone Number(s):

Business Phone:	(<input type="text"/> <input type="text"/> <input type="text"/>)	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Fax Phone:	(<input type="text"/> <input type="text"/> <input type="text"/>)	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

_____	_____
Signature of Authorized Merchant Principal	Date
(as specified on the Merchant Application/Agreement)	
Note: Change request will not be completed unless the merchant completes all pertinent information above and signature is verified by BankCard USA personnel. Thank you for your cooperation.	
IMPORTANT: If you accept Amex (800-528-5200 and/or Discover (800-347-2000), you must contact them directly to cancel. RTWare Merchants: You must contact Authorize.Net at 877-447-3938 directly to cancel your online account.	