



Doing Business As (DBA) Change Request Form  
Fax Completed Request to Customer Services:

**818-597-7083**

If you have any questions, please call Customer Service at 800-589-8200

Merchant Name: \_\_\_\_\_

Merchant Number: \_\_\_\_\_

Previous DBA: \_\_\_\_\_

New DBA: \_\_\_\_\_

1. Has anything changed with the types of goods or services being sold?

If yes, please explain: \_\_\_\_\_

2. Is there a change in the business ownership?

If yes, please explain: \_\_\_\_\_

3. Has the Legal name & tax ID changed?

If yes, please provide the SS4 form issues by the IRS with your new information. Please be advised any changes made to the merchant account will go retroactive to January 1<sup>st</sup> for tax reporting:

4. Has the URL where transactions are being processed changed?

If yes, what is the new URL: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Principal

\_\_\_\_\_  
Date

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.