

LEGAL BUSINESS NAME/TAX ID CHANGE REQUEST FORM

All sections with an asterisk (*) are required to be filled out

*Date:	
*Merchant Number:	
*Merchant DBA/Business Name:	
Merchant Email:	
Merchant/Requestor's Name:	
*Old/Current Federal Tax ID or Last 4 digits of Signer's Social Security:	
Old/Current Legal Name:	
*New Legal Name:	
*New Tax ID:	
Merchant Phone Number:	
<i>Effective Date *Please note the effective date of the update will be the same date as on the provided IRS form. If no effective date is on the supporting document, the effective date will be same date of the update, unless otherwise specified*</i>	

*****NOTE IF THE OWNERSHIP OF THE BUSINESS HAS CHANGED, A NEW APPLICATION WILL BE REQUIRED***
(MERCHANTS: PLEASE CONTACT YOUR SALES AGENT)**

****Only the application signer is permitted to submit change requests and the signatures must match the original merchant's application. Forms submitted by another party will be rejected via a ticket to the sales agent.**

ATTENTION - To process the Legal Name and/or Tax ID change, you must provide one of the following in addition to this form:

***SUPPORTING DOCUMENTATION**

Note: You can provide only one of the following

- **W9**
- **SS4**
- **Most Recent/Previous Year's Tax Return**
- **147-C**



***Form of ID from the Authorized Signer
(Non-Expired)**

*Note: You can provide only one of the following
[Military IDs are NOT accepted]*

- Driver's License ● US state issued ID ● Passport (card of book) ● Alien Registration card/visa ● Any government issued ID card that bears a photograph or other biometric identifier ● Native American tribal card ● Mexican Consular ID ● State issued marriage certificate ● Certified copy of Legal name changes or divorce decree

***Merchant's Signature**

***Merchant's Printed Name/Title**

***Date**

Please email form back to mainfax@cardconnect.com or fax to 484.581.2201