

Merchant Account Maintenance Form

Please fax completed form to (817) 317-7385 or mail to 100 Throckmorton, Suite 1800, Fort Worth, TX 76102

Merchant # (MID): _____

If multiple MIDs are affected by this change,
please submit a separate form for each MID.

Business name: _____

Fed Tax ID*: _____

Please apply changes to:[†] Visa, MasterCard, Discover, PIN-based debit,
Secur-Chex and FirstAdvantage gift cards

Merimac Capital
Leasing

FirstFund ACH
processing

Type of change

Please mark all that apply

Change to DBA information: Name change Address change Phone number change

Change to legal (corporate) information: Name change* Address change Phone number change

Change to mailing information only: Address change

Change account information

Please include all applicable changes

DBA information

New name: _____

New address: Street address: _____

City, State, Zip: _____

New phone: _____

New legal (corporate) information

New name*: _____

New address: Address: _____

City, State, Zip: _____

New phone: _____

Mailing information

New address: Address: _____

City, State, Zip: _____

Authorization

I hereby authorize my bank and any employees or officers to verify the information requested on this form for the purpose of updating my merchant account. I agree to these changes and a \$35.00 fee for programming of DBA or legal (corporate) name changes. *Please do not send payment. This fee will automatically be deducted from the bank account on file.*

Merchant
signature: _____

(Must be original contract signer's signature)

Printed
name: _____

Date: _____

* If your Federal Tax ID number has changed, you may be required to submit a new application for merchant processing in lieu of this form.

† If you are doing business with American Express or Lease Finance Group, please contact them directly to request changes.

American Express: (800) 528-5200 | Lease Finance Group: (888) 321-2307