



Merchants Billing Services, Inc

REQUEST TO CHANGE DBA/ LEGAL NAME
FAX THIS FORM TO (310) 846-2493 or (310) 846-2494

Merchant Account Number: _____

Business Name: _____ Phone Number: _____

(Please select if you are using a credit card terminal or gateway):

___ E-COMMERCE MERCHANT ACCOUNT (Software Type) _____

___ CREDIT CARD TERMINAL (Model) _____

(Please select the changes you are requesting)

- DBA Change Legal Name Change Both DBA & Legal Name New Principals New Checking

NEW DBA: _____

NEW LEGAL NAME: _____

NOTE: For American Express, Discover and/ or Diners Club, please contact them direct at:

American Express: (800) 528-5200 Discover: (800) 347-2000 Diners Club: (800) 525-7376

To avoid any delays in processing your request, please ensure the following is submitted:

- This form, signed by the owner/principal approved for the merchant account
DBA Change: Business License (must confirm new DBA Name)
Legal Name Change: Articles of Incorporation (must confirm new Legal Name)
DBA & Legal Name Change: Business License & Articles of Incorporation (must confirm new DBA/Legal Name)

The undersigned is authorized to sign on behalf of entity named above. By signing below, the undersigned agrees to authorize Merchant Billing Services, to make the necessary changes. In addition, the undersigned agrees to a \$20.00 processing fee to be deducted from the new account referenced above. (This fee will be reflected on your processing statement)

Print Name: _____

Authorized Signature: _____ Date: ___/___/___

(Signature needs to be by the owner/principal approved for the merchant account your request will be delayed if signature on file does not MATCH)

FOR OFFICE USE ONLY

Table with 2 columns and 6 rows for office use only, including fields for Date Received, Received By, Date Verified, By, Processing Fee Collected, Date Approved, Date Processed, and Comments.