

Business Information Change Request

I hereby authorize FrontStream Payments to update my account information on file to the information provided below. I understand that additional information may be requested to process my request. I understand that this does not qualify as a Change of Ownership.

NOTE: This change affects the Visa/MasterCard/Discover/American Express Opt Blue merchant accounts. If you accept American Express Direct (not Opt Blue), you must contact American Express directly at 1-800-528-5200.

Instructions: Please complete all fields requesting update.

Merchant Number _____ DBA Name _____

Primary Contact _____ Email _____

Alternate Contact 1 _____ Email _____

Alternate Contact 2 _____ Email _____

Legal Address

Address

City State Zip

Phone Fax

Mailing Address Same as Legal

Address

City State Zip

Phone Fax

DBA Address *Please note that this cannot be a PO Box!*

Address

City State Zip

Phone Fax

The above phone number will change the descriptor on cardholder bank/credit card statements! Please ensure that it is accurate

Authorized Signer of the Merchant Account

Date

Please Print Name

When complete, please Fax to: 1-866-416-3239 or scan and email to:

businessinfochanges@frontstream.com