

Merchant Services

LEGAL BUSINESS NAME / IRS TIN / ENTITY & SIGNER CHANGE REQUEST

Date:	
Agent Name:	
Agent Contact Name:	
Agent Phone Number	
Agent Email Address:	
Merchant Number*:	
Merchant Legal / IRS Name*:	
Merchant Phone Number*:	

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

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

LEGAL BUSINESS NAME / IRS TIN CHANGE REQUESTS	
(See instructions on page 2 for guidance on completion and submission)	
New Legal / IRS Name:	
New Taxpayer ID:	
New TIN Type:	
Tax Effective Year (REQUIRED):	
Change Effective Date (REQUIRED):	
Reason for Change:	

Legal Contact / Signer Signature (REQUIRED)	
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Printed Name (REQUIRED)	
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ENTITY OR SIGNER CHANGE REQUESTS		
(See instructions on page 2 for guidance on completion and submission)		
	Current Signer	New Signer
Entity / Business Structure (i.e. Sole Proprietership, Partnership, LLC, Non-Profit, Corporation)		
Legal Business Name		
Legal Contact / Signer Name		
Legal Contact Title		
Home Address		
Date of Birth		
Social Security Number		
New Legal Contact Equity %		
Reason for Change		

Merchant Services

LEGAL BUSINESS NAME / IRS TIN / ENTITY & SIGNER CHANGE REQUEST

I certify that I am either the current legal signer and/or business owner and that the above change does not represent a change in ownership. I further certify that I am authorized to approve the above changes for the merchant named and the information supplied is both true and accurate.

For changes involving a Legal Contact / Signer Name or Legal Business Name change, I certify that I am the current legal signer and the above changes do not represent a change in ownership. I authorize you to request and obtain from a consumer reporting agency, personal and business consumer reports. I also authorize you to obtain subsequent consumer reports in connections with the maintenance, updating, renewal, or extension of the merchant agreement. I agree that all references, including banks and consumer reporting agencies, may release any and all personal and business credit financial information to you.

NEW Legal Contact / Signer Signature (REQUIRED)

NEW Legal Contact / Signer Printed Name (REQUIRED)

Legal Business Name / IRS TIN / Entity & Signer Change Request Instructions

Overview: Use of the Legal Business Name / IRS TIN / Entity & Signer Change Request form to update the legal business information, taxpayers information and/or change the signer for a selected merchant location.

To ensure timely processing, completed forms are to be submitted via fax to 484-581-2201 or through CoPilot by opening a Demographic Change request.

Documentation Requirements Include:

Change Type/Reason for Change	Required Supporting Documentation (One of the following):
Legal Business Name /IRS TIN Change Requests	IRS Federal Tax ID (EIN) Letter a/k/a SS4 Letter
Entity / Business Structure Change	Business Certification, Partnership Agreement, Corporate Seal, Amended Articles of Incorporation or Organization
Signer Change	Corporate Minutes confirming the signer to their position, Corporate Board of Resolution, Articles of Incorporation or Organization

For Legal Business Name / IRS TIN Change requests: You must specify the (new) TIN type when changing the taxpayer ID number. When changing any taxpayer information, you must provide the change effective date, as well as the tax effective year. Otherwise, the processing of your request will be delayed.

For Signer changes only: You must provide the Title, Home Address, Date of Birth, and Social Security Number for both the current and new contact / signer. Otherwise, the processing of your request will be delayed.

****IF THE OWNERSHIP OF THE BUSINESS HAS CHANGED, NEW APPLICATIONS ARE REQUIRED****

**PLEASE FAX COMPLETED FORMS TO 484-581-2201
(SALES AGENTS MAY SUBMIT THROUGH COPILOT TICKETING SYSTEM BY UPLOADING THE APPROPRIATE ATTACHMENTS)**