



Innovative Merchant Solutions

Address/Phone/Fax/Email Change (Update) Request Form

Please fax this request form to the Quality Assurance Department at (818) 301-2158 to update the address, phone number, fax number and/or email address on your Merchant Account.

The requested changes to your account cannot be completed until this form is received and the information is verified. Notification of a successful change will be sent to you via an email (if you have one on file). To ensure that your notification is received in a timely manner, please be sure to provide your current email address.

X My current email address is: _____ @ _____

(ALL ITEMS IN BOLD MUST BE PROVIDED)

Thank you for your cooperation and thank you for allowing us to serve your bankcard processing needs!

X Merchant Name: _____ **X Merchant Number:** _____

Old Address	
Street _____	Unit/Suite/Apt. _____
City _____	State _____ Zip Code _____

New Physical Address	
NOTE: If this is a P.O. Box, please complete the section below	
Street _____	Unit/Suite/Apt. _____
City _____	State _____ Zip Code _____

New Mailing Address	
(This address can be a P.O. Box for USPS deliveries only. UPS and FedEx do not deliver to a PO Box.)	
NOTE: If this address is a P.O. Box a physical address must also be provided above	
Street _____	Unit/Suite/Apt. _____
City _____	State _____ Zip Code _____

New Merchant Phone Number(s)	
Business: (_____) _____ - _____	Fax: (_____) _____ - _____
Your customer service number, if different than business phone number: (_____) _____ - _____	

X Name _____ | **X Sign.** _____ **X Date** _____
Printed Name & Signature of Authorized Principal

NOTE: The signer of this request must correspond to the signer of the Merchant Application

If you have any questions, please contact our Merchant Services Department at (800) 397-0707