

## Address/Phone/Fax/Email Change Form

**Important: Please read before proceeding:**

- \*ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
- \*PLEASE FAX THIS REQUEST FORM TO CUSTOMER SUPPORT [866.453.2060](tel:866.453.2060).
- \*THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE PROVIDED AND APPROVED.
- \*MERCHANT MUST MAKE ACCOUNT CHANGES DIRECTLY WITH AMERICAN EXPRESS (800) 437-0491.

Merchant Name \_\_\_\_\_

Merchant Number \_\_\_\_\_

**Old Address:**

Street \_\_\_\_\_ Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**New Address**

New Physical Address – Street \_\_\_\_\_ Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

New Mailing Address – Street \_\_\_\_\_ Unit Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Other Changes**

New Phone Number \_\_\_\_\_ New Customer Service Number \_\_\_\_\_

New Fax Number \_\_\_\_\_

New Email Address \_\_\_\_\_

Signature of Authorized Principal (as specified on the Merchant Account Application/Agreement) \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Please direct all questions to Customer Support at 866-979-0260. Fax to 866.453.2060. [support@emerchantdiscount.com](mailto:support@emerchantdiscount.com)

**FAX 866.453.2060**

**OFFICE USE ONLY**

BANK \_\_\_\_\_ DATE \_\_\_\_\_

GATEWAY \_\_\_\_\_ DATE \_\_\_\_\_