

## Processing Limit Request 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 \_\_\_\_\_

Web Site: \_\_\_\_\_

Requested Monthly Processing Limit: \_\_\_\_\_

Requested Average Ticket: \_\_\_\_\_

**PLEASE EXPLAIN THE REASON FOR THE CHANGE BELOW AND PROVIDE A BRIEF DESCRIPTION OF PRODUCTS SOLD**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ADDITIONAL DOCUMENTATION MAY BE REQUIRED TO PROCESS YOUR REQUEST**

\_\_\_\_\_  
**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@emerchant.com](mailto:support@emerchant.com)

OFFICE USE ONLY

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

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