



Account Maintenance Request Form

DBA NAME: _____ MID# _____

DBA Phone: (_____) _____

*Please check appropriate box(s) below for maintenance request changes to your account. Complete Form, and fax to our Customer Service Dept at: **(516) 478-6792** *Note: Please allow 3-5 Business Days for changes to be processed.*

****THIS IS FOR VISA/MASTERCARD ONLY. IF YOU ACCEPT ANY OTHER CARDS YOU MUST NOTIFY THEM DIRECTLY. (i.e.. AMEX, DISCOVER, FIRST FUNDS, ETC.)****

- Banking Account Change**
- Address Change**
- DBA Name Change**

****Ownership changes: Please contact our Customer Service Dept for additional info @ (800) 366-1388 (Ext 2)**

Attach New Voided Check Here

New DBA Name: _____

Legal Name/Corporate Name: _____

New Street Address: _____

New City: _____ State: _____

New DBA Phone: (_____) _____ Legal Phone: (_____) _____

Authorization Name/Signature below must match owner/officer on original application

Owner/Officer Name: (PLEASE PRINT) _____ Title: _____

Owner/Officer Signature: _____ Date Signed: _____