

Merchant Services

CARD ADDITION/CHANGE REQUEST FORM

IMPORTANT - PLEASE READ BEFORE PROCEEDING:

ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.

PLEASE FAX THIS REQUEST FORM TO DATA PROCESSING AT (818) 702-2412.

**THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE
PROVIDED AND APPROVED.**

Thank you for your cooperation.

Merchant Name: _____

Merchant Number: _____

American Express:

Please check one: Add Change

Merchant Account # / SE Number _____

Discover Card:

Please check one: Add Change

Merchant Account # _____

Diners Club / Carte Blanche:

Please check one: Add Change

Merchant Account # _____

Japanese Credit Bureau (JCB)

Please check one: Add Change

Merchant Account # _____

Signature of Authorized Principal

(as specified on the Merchant Application/Agreement)

Date

Print Name

Phone

Email Address

If you should have any questions, please contact our Merchant Services department at (800) 554-2777 or email us at merchantsupport@merchant-help.com