

Adding a Contact to a Merchant Account

For the protection of sensitive account information we do not release nor discuss account and/or transaction information with persons not formally added to the processing account.

To avoid inconveniencing owners and employees please fill out the attached Contact Request form in its entirety.

- We need your DBA and Merchant ID Number to make sure we add the contact to the correct account.
- In addition we need some basic personal information about the contact added so we can verify them for security purposes. This information will not be used for any purpose other than identification. If this information is not provided we will not be adding the contact to your account.
- Please make sure you sign the form before returning it to us.

Please note that in the Contact Permissions section of this form there are several permissions listed, please mark every single box you would like your contact to have permission for. If nothing is checked we will not be adding your contact for you.

CONTACT PERMISSIONS - REQUIRED

Change or add e-mail

Change of physical address or mailing address

Change or add phone number

Sending blacked out batch reports/statements in accordance with PCI compliance standards.

Funding request (re-key information request)

Change of doing business as (not legal name of business)

Change of company associates (not change of owner/s)

Change of contacts providing new contact full access (not change of owner)

Change of contact without ability to make changes

Other

Thank you for assisting us in protecting your account information.

CONTACT REQUEST

MERCHANT INSTRUCTIONS

FAX INSTRUCTIONS	EMAIL INSTRUCTIONS	MAILING INSTRUCTIONS
Please complete the form below and fax it to: Fax: 888-415-0052 Attn: Merchant Services	Please complete the form below and email it to: Email: support@merchantserviceshq.com Attn: Merchant Services	Please complete the form below and mail it to: Merchant Services 21650 Oxnard St. Suite 1200 Woodland Hills CA, 91367

Note: If the Ownership is changing from what you indicated on your original application you will be required to submit a new application for this change to be processed.

CONTACT PERMISSIONS - REQUIRED

<input type="checkbox"/> Change or add e-mail <input type="checkbox"/> Change of physical address or mailing address <input type="checkbox"/> Change or add phone number <input type="checkbox"/> Sending blacked out batch reports/statements in accordance with PCI compliance standards. <input type="checkbox"/> Funding request (re-key information request)	<input type="checkbox"/> Change of doing business as (not legal name of business) <input type="checkbox"/> Change of company associates (not change of owner/s) <input type="checkbox"/> Change of contacts providing new contact full access (not change of owner) <input type="checkbox"/> Change of contact without ability to make changes <input type="checkbox"/> Other _____
---	---

ADDITIONAL NOTES

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>

ACCOUNT INFO - REQUIRED

DBA	
Merchant ID #	

CONTACT INFORMATION - REQUIRED

Contact's Full Name <small>(Not authorized signer)</small>	
Contact's Title	
Contact's SSN <small>(Last 6 digits Required)</small>	
Contact's DOB <small>(MM/DD/YYYY)</small>	

REMOVE CONTACT - REQUIRED INFORMATION

Contact's Full Name <small>(Not authorized signer)</small>	
---	--

REQUIRED AUTHORIZATION

<hr style="border: 0; border-top: 1px solid black;"/> Authorized Signer's Name <small>(Required, Please Print)</small>	<hr style="border: 0; border-top: 1px solid black;"/> Authorized Signature <small>(Required)</small>	<hr style="border: 0; border-top: 1px solid black;"/> Date <small>(Required)</small>
<hr style="border: 0; border-top: 1px solid black;"/> Contact's Name <small>(Required, Please Print)</small>	<hr style="border: 0; border-top: 1px solid black;"/> Contact's Signature <small>(Required)</small>	<hr style="border: 0; border-top: 1px solid black;"/> Date <small>(Required)</small>