

# MERCHANT SERVICES

## ADDRESS / PHONE / FAX 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 (516) 921-9488.  
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE SIGNATURE  
HAS BEEN VERIFIED.**

*Thank you for your cooperation.*

**Merchant Name:** \_\_\_\_\_

**Merchant Number:** \_\_\_\_\_

**Old Address:**

\_\_\_\_\_  
Street Unit/Suite/Apt.

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

**New Physical Address: (If P.O. Box, below must also be completed)**

\_\_\_\_\_  
Street Unit/Suite/Apt.

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

**New Mailing Address: (If P.O. Box, above physical address must also be completed.)**

\_\_\_\_\_  
Street Unit/Suite/Apt.

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

**New Merchant Phone Number(s):** Business: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Customer Service number, if different than business phone number.: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Principal**

\_\_\_\_\_  
**Date**

(as specified on the Merchant Application/Agreement)

If you should have any questions, please contact our Merchant Services department at (877) 964-1622 or email us at [support@Inbcard.com](mailto:support@Inbcard.com)

**Attn Quality Control:** Line Indicators must be change for Visa, MasterCard, American Express, Discover, Diners and JCB.