



DBA/Legal Name Change Request

MerchantService Group
7755 Center Avenue, Suite 1030
Huntington Beach, CA 92647
Fax: (310) 774-3935

Dear MerchantService Group:

Please accept this written request to change the (please check one) ☐ DBA Name ☐ Legal Name

from _____ to _____
(Current DBA/Legal Name on Merchant Account) (New DBA/Legal Name for Merchant Account)

for our merchant account number: _____
(Merchant Account Number)

As supporting documentation showing our new DBA/Legal name we have **attached** copies of the following official documents (please check all that apply):

- ☐ Copy of the business license
- ☐ Fictitious name filing
- ☐ Seller's permit
- ☐ Amended Articles of Incorporation or Organization (**required for legal name change**)

By signing this form, it is understood and confirmed that the business, product, or services type, identified in our original Merchant Application for which the account was originally established remains the same.

Below are the signature(s) of all signer(s) of the Merchant Application authorizing MerchantService Group to make the change requested above.

Sincerely,

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

Please mail or fax your request and all supporting documentation to the address/number above.