



Merchant Services

BUSINESS NAME CHANGE FORM

**IMPORTANT – PLEASE READ BEFORE PROCEEDING:
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM TO
MERCHANT SERVICES AT (775-284-8999)
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED
DOCUMENTS ARE PROVIDED AND APPROVED.**

Merchant Number: _____

PLEASE CHECK ALL THAT APPLY:

- Doing Business As Name Change
- Change In Business Type (New Corporation, LLC, Partnership)
- Legal Business Name Change
- Change In Ownership

Old Doing Business As Name: _____

New Doing Business As Name: _____

Old Legal Business Name: _____

New Legal Business Name: _____

**IN ORDER TO PROCESS YOUR REQUEST, A VOID CHECK AND AT LEAST ONE OF THE FOLLOWING ITEMS SUPPORTING THE ABOVE CHANGE MUST BE SUBMITTED:
(Please check submitted item)**

- Articles of Incorporation
- Name Change Filing
- Seller's Permit
- Doing Business As Filing
- Business License
- Fictitious Name Filing

A change in business type (i.e. new corporation, partnership, LLC) may require completion of a new application and agreement.

Signature of Authorized Principal
(as specified on the Original Merchant Agreement/ Application)
Merchant Services 866-779-4787

Date