

Legal Business, IRS Name Change and/or IRS Taxpayer ID Change Request



Please fill out only the section(s) that requires changes.

CAPITAL BANKCARD INFORMATION	VERIFICATION (2 OF 3) <i>Please provide 2 of the following</i>
REQUESTOR'S NAME:	LAST 4 OF CURRENT TAX ID:
MERCHANT PHONE NUMBER:	LAST 4 OF CURRENT DDA:
MERCHANT DBA:	LAST 4 OF SSN:
MERCHANT MID:	

You will need to provide us with the most recent letter from the IRS containing your EIN number along with a second piece of supporting information. **Please include one of the following:**

- Business Certificate
- Corporate Seal of Merchant Business
- Articles of Incorporation/Organization

LEGAL BUSINESS NAME CHANGE		
NEW LEGAL NAME:	NEW TAXPAYER ID*:	NEW TIN TYPE:
PHONE NUMBER:	REASON FOR CHANGE:	IRS TAXPAYER ID CHANGE:

* If ownership has changed, please call us for a new account.

OLD BUSINESS NAME		
OLD OWNERSHIP NAME:	NEW OWNERSHIP NAME:	NEW OWNERSHIP TITLE:
OLD OWNERSHIP TITLE:	REASON FOR CHANGE:	

When completed, email or fax this form and supporting documents to:

fdrchanges@capitalbankcard.com

fax 857-241-5429.

All changes will be completed in 3-5 business days.

If you process with any of the following companies, please contact them directly to make these changes:

American Express 800-528-5200

Discover 800-347-2000

Authorize.net 877-447-3938

SIGNER OF THE ACCOUNT MUST SIGN AND DATE THE FORM; OTHERWISE THE REQUEST WILL BE DENIED.

SIGNATURE

PRINTED NAME

DATE