

Merchant Information Update

Merchant ID : _____ Business Name (DBA): _____

Please fill out what needs to be updated

- ☐ New DBA Name: _____
(Business License or Outside Picture showing the business signage is required for DBA Name Change Request)
- ☐ New Business Address : _____
- ☐ New Mailing Address : _____
(If different from Business Address)
- ☐ New Business Phone Number : _____ ☐ New Fax Number: _____
- ☐ New Tax ID Number: _____ ☐ New Email Address: _____
(Determination Letter with EIN # is required for any TAX ID Change Request)

Banking Information Update

ATTACH VOIDED CHECK HERE

- Merchant's signature MUST be on the check
- For temporary checks, please send a Bank Letter stating the new account number
- Changes will take effect after one business day

Bank Name: _____

ABA Routing #: _____ Account #: _____

✓ Please contact your sales representative for Corporation Name Change, Type of Ownership Change or Ownership Change requests.

✓ This form updates information for VS/MC/DISC transactions only

✓ In order to update information for other value added services (AMEX, GETI, Equipment Lease, etc.), merchant must Contact those companies directly.

Owner/Officer Name: _____ Agent Name: _____

Owner/Officer Signature: _____ Agent Signature: _____

Request Date: _____ Effective Date: _____

Customer Service Dept.

EMS Merchant Services 1001 Lower Landing Road, Suite 108 Blackwood, NJ 08012

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