Contact Information Change Request

Merchant Name: _____

Site ID/MID: _____   **Tax ID:** _____

Check all the changes that apply:

- ☐ **Update Admin User Account**
- ☐ **Update Billing Notices Email**
- ☐ **Update System Notices Email**

REMOVE Contact Information	ADD Contact Information
NAME OF CONTACT TO REMOVE	NAME OF CONTACT TO ADD
BILLING NOTIFICATION EMAIL ADDRESS(ES)	BILLING NOTIFICATION EMAIL ADDRESS(ES)
SYSTEM NOTIFICATION EMAIL ADDRESS(ES)	SYSTEM NOTIFICATION EMAIL ADDRESS(ES)

Authorized Signature_____   **Date**_____