

MERCHANT SERVICES

ADDRESS / PHONE / FAX CHANGE REQUEST FORM

IMPORTANT - PLEASE READ BEFORE PROCEEDING:

**ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.
PLEASE FAX THIS REQUEST FORM TO DATA PROCESSING AT (516) 921-9488.
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE SIGNATURE
HAS BEEN VERIFIED.**

Thank you for your cooperation.

Merchant Name: _____

Merchant Number: _____

Old Address:

Street Unit/Suite/Apt.

City State Zip Code

New Physical Address: (If P.O. Box, below must also be completed)

Street Unit/Suite/Apt.

City State Zip Code

New Mailing Address: (If P.O. Box, above physical address must also be completed.)

Street Unit/Suite/Apt.

City State Zip Code

New Merchant Phone Number(s): Business: (_____) _____ - _____ Fax: (_____) _____ - _____

Customer Service number, if different than business phone number.: (_____) _____ - _____

Signature of Authorized Principal

Date

(as specified on the Merchant Application/Agreement)

If you should have any questions, please contact our Merchant Services department at (877) 964-1622 or email us at support@Inbcard.com

Attn Quality Control: Line Indicators must be change for Visa,
MasterCard, American Express, Discover, Diners and JCB.