

# Merchant Services

## CARD ADDITION/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 (818) 540-6712.**

**THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE PROVIDED AND APPROVED.**

*Thank you for your cooperation.*

Merchant Name: \_\_\_\_\_

Merchant Number: \_\_\_\_\_

### American Express:

Please check one:  Add  Change

Merchant Account # / SE Number \_\_\_\_\_

American Express transactions currently being paid to merchant by:

American Express – OR –  Combined with Visa and MasterCard payments

### Discover Card: (Vital/TSYS Front-end Merchants Only)

Please check one:  Add  Change

Merchant Account # \_\_\_\_\_

### Diners Club / Carte Blanche:

Please check one:  Add  Change

Merchant Account # \_\_\_\_\_

### Japanese Credit Bureau (JCB)

Please check one:  Add  Change

Merchant Account # \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Principal**

(as specified on the Merchant Application/Agreement)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email Address**

If you should have any questions, please contact our Merchant Services department at (800) 554-2777 or email us at [merchantsupport@merchants-help.com](mailto:merchantsupport@merchants-help.com)