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|  | Outlet Only \* | MID #: | |  | | Effective Date |  | | | |
| **\* Please note: North MID # - if 1-5 Merchants with the same type of update – please list each MID number/request type on separate forms and submit for each account.**  **If 6 or more merchants with the same update – please attach an Excel spreadsheet listing DBA Name, MID # and type of update.** | | | | | | | | | | | |
| Business DBA/Legal Name: | | |  | | | | | | | |
| \*Person Requesting Change: | | |  | | Title: |  | | Phone #: | |  |
| \*Person should be Owner, Officer or Legal Contact. Does not include Manager, Clerk etc. | | | | | | | | |  | |

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|  | | | **Current Value** | **New Value** | **Reason for Change** | | |
| Federal Tax ID: | | |  |  |  | | |
| **NOTE:** To complete the change to your Federal Tax ID #, an attached copy of your Federal Tax ID Certificate is required. | | | | | | | |
|  | | |  |  | | | |
|  | | | **Current Value** | **New Value** | **Reason for Change** | | |
| DBA Name Update  (Incorrect/Misspelled) | | |  |  |  | | |
| **NOTE: If correcting the DBA Name – does not require Merchant Signature below** | | | | | | | |
|  | | |  |  | | | |
|  | | | **Current Value** | **New Value** | **Reason for Change** | | |
| Legal Name/DBA Name: | | |  |  |  | | |
| Contact Name & Title\* | | |  |  |  | | |
| **\*Note**: If the Legal Signer’s name has changed, please include corporate minutes or meeting notes | | | | | | | |
| **Before the Legal business name/DBA Name can be changed, please attach one (1) of the following supporting documents**  **(select one)** | | | | | |
|  | Business certificate (License or Fed Tax ID Certificate) | | | |
|  | Corporate Seal | | | |
|  | Articles of Incorporation | | | |
|  | IRS Tax Exemption Certificate | | | |
| \*\*\* **BOS will forward to credit for approval. Please allow 3-5 business days upon receipt for this request \*\*\*** | | | | |

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| **NOTE: DBA Name Changes cannot be updated if one or more of the following applies (Contact Telesales (1-800-443-5024 for new MPA):** |
| Nature of Business/Industry Type is changing |
| Keyed transactions to swiped transactions |
| Change from Card Swipe to Non-Swipe or to MOTO/Internet |

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| --- | --- | --- | --- | --- |
| Merchant Signature (Required) |  | Date: |  | |
| Channel Approval Signature  (if applicable) |  | Date: |  | |
| Channel Email Address (Required) | support@integritymerchantsolutions.com | Phone Number: | | 8662573250 |