



Address/DBA Change

Attention _____

Return to:
 TransNational Payments
 9550 W. Higgins Road Suite 800
 Rosemont, IL 60018
Email: contractadmin@gotnp.com
Phone: (847) 655-1300
Fax: (847) 655-4556

If you wish to change the business name and/or address for your merchant account, please complete this form and fax or email it to the number or email address listed above, along with the following required documents.

For business name change submit this form along with a legal document such as a state license.

For an address change submit this form along with proof of new address. Example: Utility bill, Business license showing new address, USPS change of address confirmation, and/or a Yellow Page Ad.

Merchant ID#: _____

Date: _____

Current Information

New Information

DBA Name: _____

DBA Name: _____

Address: _____

Address: _____

City, State & Zip: _____

City, State & Zip: _____

Telephone: () -

Telephone: () -

Contact Person: _____

Contact Person _____

Descriptor*: _____

Descriptor*: _____

Authorized Signature: _____

Name (print): _____

Title: _____

Social Security #: - -

* The business name that you wish to appear on your customer's credit card statement to identify your business.

This change only affects the Visa/MasterCard Deposits. If you accept American Express, Discover, Diners, or JCB, you must also contact that specific company.

AMEX 1-800-528-5200 Discover 1-800-347-2000
 Diners 1-800-525-7376 JCB 1-800-366-4522