

Merchant Account Change Form

All fields with an * are required to be filled out. Fill out only the changes that need to be made to the merchant account.

*Merchant DBA:	*Merchant Number (MID):
*Merchant Legal:	Date:
<i>Existing Account Information</i>	<i>*New Account Information</i>
<input type="checkbox"/> DBA:	<input type="checkbox"/> DBA:
<input type="checkbox"/> Legal:	<input type="checkbox"/> Legal ** (Tax ID must remain the same):
<input type="checkbox"/> Business Telephone:	<input type="checkbox"/> Business Telephone:
<input type="checkbox"/> Customer Service Telephone:	<input type="checkbox"/> Customer Service Telephone:
<input type="checkbox"/> Fax Number:	<input type="checkbox"/> Fax Number: <input type="checkbox"/> Apply to Chargeback Notifications
<input type="checkbox"/> Tax ID Number:	<input type="checkbox"/> Tax ID Number (Corrections only):
<input type="checkbox"/> Contact Email:	<input type="checkbox"/> Contact Email:
<input type="checkbox"/> Notification Email:	<input type="checkbox"/> Notification Email:
<input type="checkbox"/> Customer Service Email Address:	<input type="checkbox"/> Customer Service Email Address:
<input type="checkbox"/> ACH Return Email:	<input type="checkbox"/> ACH Return Email:
<input type="checkbox"/> Mailing Address:	<input type="checkbox"/> Mailing Address:
<input type="checkbox"/> Physical Address:	<input type="checkbox"/> Physical Address (No PO Box/Maildrop):
<input type="checkbox"/> Website/URL Change:	<input type="checkbox"/> Website/URL Change ***:
<input type="checkbox"/> Cardholder Descriptor:	<input type="checkbox"/> Cardholder Descriptor:
KORT Payments, Corp. is hereby authorized by the signer to verify any information provided by the sales partner in response to the questions contained within this document and all exhibits and supporting documents provided.	
WARRANTY OF SIGNING PARTIES The signing party below warrants that he/she has reviewed the responses, its exhibits, and supporting documents. Such information is true and correct in all material respects and does not omit any material information required to assure that such information is not misleading.	
For changes to business type (Sole Prop, Corp, etc) and Tax ID, a new application will need to be submitted. * Direct Marketing URL changes may require a new application package.	

*Merchant Approval - Printed Name of Authorized Signer	Title	Date
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*Merchant Approval - Signature of Authorized Signer	Title	Date
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If you should have any questions, please contact Merchant Support at (888) 851-7558.
Please email this form to merchantsupport@kortpayments.com