



**Change DBA/Billing Descriptor Form**

In order to comply with security / privacy standards, you must submit this request in writing and fax directly to our Support Department.

**Please use this form to change the DBA/Billing Descriptor on your Merchant Account.**

This request can only be made by the actual Signer on the Merchant Account Agreement.

**Our fax number is: 866.431.4138**

Required information:

Current Merchant Doing Business As Name \_\_\_\_\_  
(this is the DBA/Billing Descriptor that is currently on your merchant account)

Your Name \_\_\_\_\_

Title \_\_\_\_\_

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

Phone \_\_\_\_\_

LOGIN ID of your Gateway \_\_\_\_\_

Merchant ID Number: \_\_\_\_\_  
(your Merchant ID Number can be found on the monthly Visa/MC Statement that is mailed to you)

**NEW Merchant Doing Business As Name** \_\_\_\_\_  
(this is the NEW DBA/Billing Descriptor you would like to have on your merchant account)

By signing below, I expressly authorize **Merchant Focus** or its affiliates **to fulfill the above request** in connection with my Merchant Account. (All information will be maintained strictly confidential.)

X

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**Owner/Officer Signature**

**Date**