



800-793-3250
1081 Holland Drive
Boca Raton, Florida 33487
www.TouchSuite.com

Address Change Form – Merchant Services

ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.

MID: _____ Today's Date: _____

INSTRUCTIONS:

To complete this request, we will need the following documentation:

1. Address Change Form
2. Site Survey (Must display your business name and new address; no PO Boxes. Can be a copy of your utility bill, yellow pages ad, business/tax license, lease agreement, etc.)

*Business Legal Name: _____

*Business DBA Name: _____

*Business DBA & Legal Name must match what is on the system.

PHONE/EMAIL CHANGE DATA:

Please provide the updated information in the fields below.

Phone Number: _____ Fax Number: _____

Email Address: _____

ADDRESS CHANGE DATA:

_____ New Physical Address: _____

_____ New Billing/Legal Mailing Address: _____

_____ Chargeback notification differs from the Billing Address

MERCHANT AUTHORIZATION:

The person(s) who signed the current merchant contract or the business owner(s) must sign this request.

Owner #1 Signature: _____ Date: _____

Owner #1 Name: _____ Title: _____ Phone: _____

Owner #2 Signature: _____ Date: _____

Owner #2Name: _____ Title: _____ Phone: _____

Return completed and signed form with your site survey to:

Fax: (866) 224-1087 • Email: Support@TouchSuite.com • Phone: (800) 793-3250