

Signer Change Request Form



Please submit the following information to modify the financial signer related to your merchant account with CardConnect. Please type or print neatly (the application will be returned if illegible).

IMPORTANT: ONLY the merchant account signer/account owner is permitted to submit a signer change request form and the signature must match what is on file at the time of submission. A handwritten signature (pen to paper) is required. A digital receipt must accompany the change request if a digital signature is used.

****Forms submitted by another party on behalf of the merchant account signer/account owner or by any other party will be rejected.****

If you are unsure who the account owner is, then please email Support at support@givesmart.com and the current on-file information will be shared with you.

If the Legal Name/TIN of the organization has also changed, a new merchant application will be required. Please email Support at support@givesmart.com for the next steps.

Merchant ID Number (MID)	_____
Merchant Legal Name	_____
Merchant Phone Number	_____
Existing Legal Signer Name	_____
Existing Legal Signer Title	_____
New Legal Signer Name	_____
New Legal Signer Title	_____
Reason for Change	_____

ATTENTION: The following attachments are **REQUIRED** to complete the Signer Change:

- 1) Completed Signer Change Request Form. Please check that the signature is handwritten (pen to paper) or a digital receipt must accompany the change request if a digital signature is used.**
- 2) One of the following to prove the new signer is part of the organization: Corporate Minutes confirming the signer to their position, Corporate Board of Resolution, or Articles of Incorporation or Organization.**
- 3) The NEW account signer/owner must provide their Driver's License with a change form that is hand-signed (pen to paper). If the form is signed with a Digital software (ex: DocuSign) the form must also be submitted with the receipt from that software and the signer's Driver's License is not required.**

Merchant Signature

I certify that I am either the current account owner/signer and/or business owner and that the above change does not represent a change in ownership. I further certify that I am authorized to approve the above changes for the merchant named and the information supplied is both true and accurate.

I authorize you to request and obtain from a consumer-reporting agency, personal and business consumer reports. I also authorize you to obtain subsequent consumer reports in connections with the maintenance, updating, renewal, or extension of the merchant agreement. I agree that all references, including banks and consumer reporting agencies, may release any and all personal and business credit financial information to you.

Merchant Signature

Date

Merchant's Printed Name

Merchant's Title

IMPORTANT: When submitting this form via email, the NEW account signer/owner must include that they are requesting this change to occur in the body of the email. If submitting this form via fax, please include a written letter specifying this request form.

Form Submission Steps:

- 1) Please email this form and the required documentation to support@givesmart.com If you are faxing, please see the number listed on the attached cover sheet. We ask you submit all required documentation together to ensure your form is processed as quickly as possible.
- 2) **Please be aware that it can take at least 7-10 business days upon submission of this form to implement changes.**
- 3) The GiveSmart agent will email you once the update has been completed by CardConnect.

For Office Use Only

Date: _____

Givesmart Support Phone Number: (855) 322-4483

Givesmart Fax Number: (737) 225-8876

Merchant DBA Name: _____

***Will display on receipts for all entities**

Merchant Tax ID #: _____
