

Legal Name/TIN Change Request Form



Please submit the following information to modify a legal business name and or an IRS TIN related to your merchant account with CardConnect. Please type or print neatly (the application will be returned if illegible).

IMPORTANT: ONLY the merchant account owner/signer is permitted to submit a legal business name and or an IRS TIN change request form and the signature must match what is on file at the time of submission. If the form is signed with a handwritten signature (pen to paper), a copy of the signer's driver's license is required. If the form is signed digitally, a digital receipt must accompany the change request form, as well as, a copy of the signer's driver's license.

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

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

Please fill in all of the information below:

Merchant ID Number (MID)	_____
Existing Legal/IRS Name	_____
Merchant Phone Number	_____
New Legal/IRS Name	_____
New Federal Taxpayer ID	_____
New TIN Type	_____
Tax Effective Year	_____
Change Effective Date	_____

Select only ONE Reason for the Taxpayer Information:
(CIRCLE ONE)

- CORRECTING TAX INFORMATION ON FILE
- FILING STATUS OF MERCHANT HAS CHANGED
- OWNERSHIP OF THE LOCATION HAS CHANGED

ATTENTION – The following attachments are REQUIRED to complete the Legal Name/TIN change:

- 1) The completed Legal Name/TIN Change Request Form signed by the account owner/signer. *The account owner/signer must request this update in an email. If submitting this form via fax, please include on the cover sheet that the legal name and or TIN is to be updated.*
- 2) Include One Supporting Document. Select from the following: Federal IRS W9, IRS Federal Tax ID (EIN) Letter (AKA: SS4 Letter), or 147-C.
- 3) The account owner/signer must provide the form with a handwritten signature (pen to paper) and a copy of the signer's driver's license is required. If the form is signed digitally, a digital receipt must accompany the change request form, as well as, a copy of the signer's driver's license.

Merchant Signature

I certify that I am either the current legal 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 connection 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.

Account Owner/Signer Signature

Date

Account Owner/Signer Printed Name

Merchant's Title

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.
- 1) The GiveSmart agent will email you once the update has been completed by CardConnect.

**Cover Sheet
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 #: _____

**Legal Name/TIN Update Request:
As the account owner/signer
On file for this merchant account,
please update the Legal
Name/TIN on file.**

(Account Owner/Signer Signature)