

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 owner/signer is permitted to submit a signer 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) | _____ |
| 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 signed by the **NEW** account owner/signer. *The NEW account owner/signer must request this update in an email. If submitting this form via fax, please include on the cover sheet that the signer is to be updated.*
- 2) One of the following to prove the new account owner/signer is a 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 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 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.

NEW Account Owner/Signer Signature

Date

NEW 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 to 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.

**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 #: _____

**NEW Signer Update Request:
I ask to be updated to the
NEW Account
Owner/Signer on file for
this Merchant Account.**

(NEW Account Owner/Signer Signature)