

Legal Business Name/Tax ID Request Form

Please submit the following information to modify a legal business name and/or an IRS Tax ID change to your merchant account with CardConnect.

IMPORTANT – Please read before you get started:

- ONLY the merchant account owner/signer is permitted to submit a legal business name and/or a Tax ID change request form and the signature must match what is on file at the time of submission. Forms submitted by any other party will be rejected.
 - If you are unsure who application merchant account owner/signer is, then please email GiveSmart Support at support@givesmart.com and the current on-file information will be shared with you.
- If the form is signed with a **handwritten signature** (pen to paper), a copy of the signer's driver's license **must** accompany the change request form.
- 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.
- If submitting this form via fax, please include on the cover sheet that the legal name and or TIN is to be updated
- Please type or print neatly. The request form will be returned if illegible.

The following attachments are **REQUIRED** in order to submit a Legal Business Name/Tax ID change:

- The completed Legal Name/TIN Change Request Form signed by the merchant account owner/signer. The merchant account owner/signer must request this update in an email.
- Include **ONE** of the following supporting documents: Federal IRS W9, IRS Federal Tax ID (EIN) Letter (AKA: SS4 Letter), or 147-C.
- The merchant account owner/signer must provide the form with a handwritten signature (pen to paper) or digital signature with digital receipt. **Both** require a copy of the signer's drivers license.

Please fill in all of the information below:

*Merchant ID Number (MID):	
*Merchant Phone Number:	

New Legal & Tax Information

All legal information is required to match IRS Records. Any changes that do not match the IRS records will be declined.

*New Legal Name & Tax Filing Name:	
*New Tax ID Number:	
Update Reason: *** Effective Date is when the filing status change took effect with the IRS. This is the date sales will be split between the old and new entities on the merchant's 1009-K forms.***	<input type="checkbox"/> Correcting tax information <input type="checkbox"/> Filing status of merchant has changed _____ *Effective Date

Please note - Only the application signer or authorized contact is permitted to submit legal change requests.

Forms submitted by another party will be rejected.

Digital signatures need to be accompanied by the confirmation page.

*Merchants Signature

*Merchants Printed Name/Title

*Date

*Signer's Email

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 below 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.

Cover Sheet

For GiveSmart Office Use Only

Givesmart Support Phone Number:	(855) 322-4483
Givesmart Fax Number:	(737) 225-8876
Date:	
Merchant DBA Name:	
Merchant Tax ID #:	

Legal Name/TIN Update Request:

As the merchant account owner/signer on file for this merchant account, please update the Legal Name/TIN on file.

(Merchant Account Owner/Signer Signature)