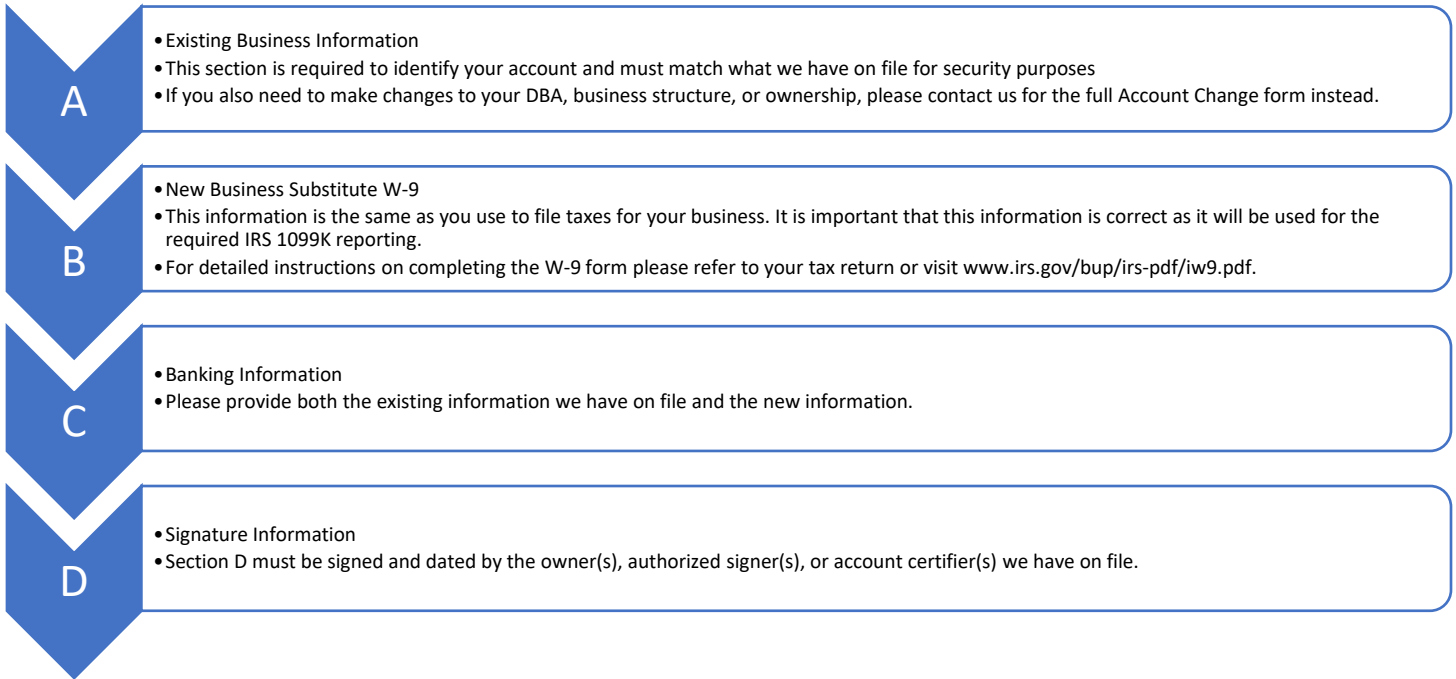


Thank you for notifying us of the recent change to your business. We're happy to process the change(s) you requested for your payment processing account. Updating your payment processing account is a simple 2-step process. The information below will help guide you through the steps.

STEP 1: COMPLETE THE FORM AND RETURN IT TO US.



Once you have completed all relevant sections of the form return it to us via email:

- For **Fusebox** accounts, return to FuseboxAMS@elavon.com.
- For **CenPOS** accounts, return to CenPOSOperations@elavon.com.
- For **ALL OTHERS**, return to merchant.change@elavon.com

For questions about how to complete the form, please call 1-800-725-1243.

- Note: Please remember to include your DBA name and Merchant ID Number (MID) where indicated.
- Fields marked with an asterisk (*) are required. You must complete all sections of this form.

STEP 2: WE REVIEW AND PROCESS YOUR REQUEST.

- Once we receive your completed form, we will review for any missing information and process your request. We may contact you if additional information is required.
 - If additional information we request is not provided within 8 business days, the request will be canceled.
- An email notification will be sent to provide you the status of your request.



DDA CHANGE REQUEST FORM - US

Effective Date of Change: _____

Note: If you need the change to take place on a specific future date, please indicate the desired date here. If not you can leave this blank, and the request will be processed in the order received.

*Merchant ID # (MID)

*Doing Business As name (DBA)

For Fusebox Site/Entity updates, please provide your Site or Entity ID.

For CenPOS updates, please provide your CenPOS MID.

Site/Entity ID:

CenPOS MID:

A: EXISTING BUSINESS INFORMATION

*DBA Name (Current)		*DBA Phone Number	
*Contact Name		DBA Fax Number	Cell Phone Number
*Email Address			
*DBA Address 1 (No PO Box) (select one) <input type="checkbox"/> Business <input type="checkbox"/> Residential			
DBA Address 2 (No PO Box)			
*City	*State	*ZIP Code	

B: SUBSTITUTE W-9

Please Check this box if ANYTHING in section B has changed since you last updated this account:

*Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Unincorporated Association (select one) <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Trust <input type="checkbox"/> Estate <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company – Tax Classification (D=disregarded entity, C=corporation, S=S Corp, P=partnership) _____ If LLC, please indicate if D, C, S or P			
*Legal Business Name (As shown on your income tax return)			
*Legal Business Address (No PO Box) (select one) <input type="checkbox"/> Business <input type="checkbox"/> Residential			*Social Security # (For Sole Proprietor and Unincorporated Associations only) OR TIN # / EIN (Employer Identification #)
*City	*State	*ZIP Code	
If requesting a change to the Federal Tax ID number, please describe the reason for the update.			

*DBA: _____

*Merchant Identification Number (MID): _____



DDA CHANGE REQUEST FORM - US

C: BANKING INFORMATION

Current Account Information for the Account Type that is changing (Required for Verification)											
*Current Deposit Account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
*Current Billing Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
*Current Chargeback Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
If you also process through Fusebox and would like to update your bank account information on the Gateway, please complete the information below. This information is for the billing of Elavon Hosted Payment Fusebox Gateway service fees only. If you do not use Elavon as your Processor/Acquirer, you will need to notify the appropriate parties, so the changes are made to their system as well.											
Current Fusebox Billing Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
If you also process through CenPOS and would like to update your bank account information on the Gateway, please complete the information below. This information is for the billing of CenPOS service fees only. If you do not use Elavon as your Processor/Acquirer, you will need to notify the appropriate parties, so the changes are made to their system as well.											
Current CenPOS Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number

DEBIT/CREDIT AUTHORIZATION AND PAYMENT AGREEMENT: MERCHANT HERE BY AUTHORIZES ELAVON IN ACCORDANCE WITH THE MERCHANT PROCESSING AGREEMENT (THE TERMS OF ELAVON'S CURRENT TERMS OF SERVICE AND MERCHANT OPERATING GUIDE BEING EXPRESSLY INCORPORATED HEREIN AND AGREED TO BY MERCHANT), TO INITIATE DEBIT/CREDIT ENTRIES TO MERCHANT'S BUSINESS CHECKING ACCOUNT AS INDICATED. THE AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL (A) ELAVON HAS RECEIVED WRITTEN NOTIFICATION FROM MERCHANT OF ITS TERMINATION IN SUCH MANNER AS TO AFFORD ELAVON REASONABLE OPPORTUNITY TO ACT ON IT: AND (B) ALL OBLIGATIONS OF MERCHANT TO ELAVON THAT HAVE ARISEN HAVE BEEN PAID IN FULL, INCLUDING, BUT NOT LIMITED TO, THOSE OBLIGATIONS DESCRIBED IN THE MERCHANT PROCESSING AGREEMENT. THIS AUTHORIZATION EXTENDS TO SUCH ENTRIES IN SAID ACCOUNT CONCERNING LEASE, RENTAL OR PURCHASE AGREEMENTS FOR POS TERMINAL AND/OR ACCOMPANYING EQUIPMENT.

NOTE: If you receive funding directly from American Express (800-528-5200), Discover (800-347-2000) and/or Diners Club (800-525-7376), you will need to notify them of your change, as each will need to make the appropriate changes to their system as well.

New Account Information for the Account Type that is changing											
*New Deposit Account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
*New Billing Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
*New Chargeback Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
If you also process through Fusebox and would like to update your bank account information on the Gateway, please complete the information below. This information is for the billing of Elavon Hosted Payment Fusebox Gateway service fees only. If you do not use Elavon as your Processor/Acquirer, you will need to notify the appropriate parties, so the changes are made to their system as well. Note: For chain statements, the billing account will need to be changed at the entity level as well as for the sites. You can find a full list of your entities and sites by clicking on 'Change Hierarchy' on the home page and searching without entering any criteria.											
New Fusebox Billing Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number
If you also process through CenPOS and would like to update your bank account information on the Gateway, please complete the information below. This information is for the billing of CenPOS service fees only. If you do not use Elavon as your Processor/Acquirer, you will need to notify the appropriate parties, so the changes are made to their system as well.											
New CenPOS Account <input type="checkbox"/> Check here if same as Deposit account											
ABA/Routing Number <table border="1" style="width:100%; height: 20px;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>											DDA Account Number

*DBA: _____

*Merchant Identification Number (MID): _____



DDA CHANGE REQUEST FORM - US

D: SIGNATURE INFORMATION

- By signing this document, you are agreeing on behalf of the Company to a mandatory binding arbitration provision set forth in the Elavon Terms of Service (TOS) or other Agreement, as expressly incorporated herein by reference, governing the card processing services provided.
- The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.
- In addition, by signing this change form on behalf of the Company, you hereby certify that to the best of your knowledge, the information provided about you, the name and address provided for the legal entity customer, the information provided about the beneficial owner(s), the individual with control over the legal entity customer and the bank account information is complete and accurate.
- Please Notify Elavon if there are changes in your beneficial ownership structure or if your company has the authority to issue bearer shares.

*Owner/Officer Signature X	*Printed Name	* Title:	*Date
*Owner/Officer Signature X	*Printed Name	* Title:	*Date
*Owner/Officer Signature X	*Printed Name	* Title:	*Date
*Owner/Officer Signature X	*Printed Name	* Title:	*Date