



Your Electronic Transaction Partner!

**MERCHANT ACCOUNT UPDATE FORM**

**MERCHANT INFORMATION:**

MERCHANT ID# \_\_\_\_\_ DBA NAME \_\_\_\_\_  
(16 digit # located at the top of your statement)

**UPDATE ADDRESS**

NEW DBA ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

OR

NEW LEGAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**UPDATE PHONE # - EMAIL - CONTACT - DBA NAME**

NEW PHONE # \_\_\_\_\_

NEW FAX# \_\_\_\_\_

NEW MOBILE # \_\_\_\_\_

NEW EMAIL \_\_\_\_\_

NEW CONTACT NAME \_\_\_\_\_

NEW DOING BUSINESS AS NAME (DBA) \_\_\_\_\_

OTHER REQUEST (PLEASE EXPLAIN) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UPDATE Amex SE#** \_\_\_\_\_ *10 digits*

**SIGNATURE AND ACCEPTANCE** - BY SIGNING BELOW I CERTIFY THAT I AM THE OWNER (IF PRIVATELY OWNED) OR THE AUTHORIZED OWNER (IF INCORPORATED) AND HAVE THE AUTHORIZATION TO UPDATE THIS ACCOUNT.

AUTHORIZED SIGNATURE ON ACCOUNT: \_\_\_\_\_



PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNER'S TITLE: \_\_\_\_\_

PLEASE SEND COMPLETED FORM TO **1.888.324.8814** or email **support@gdpay.com**

*This will update Visa/MasterCard/Discover and Amex if GDpay is full service. Please contact Amex if you have a direct account setup. Also make sure to contact any other third party services you may be using. All chances take 1 to 3 business days.*