

INSTRUCTIONS TO COMPLETE THIS CHANGE FORM

- Step 1 Complete **Section 1** and **Enter Your Current Business Details**.
- Step 2 Identify in **Section 2 - Request Type** what modification(s) are being requested for your merchant account. **Bank Account Changes, fill in the account and transit/routing details and attach a preprinted void cheque OR b) a signed letter from your financial institution** to the completed form. Starter cheques must be accompanied by a bank letter.
- Step 3 **Section 3 of Terms and Conditions Acceptance** must be initialed by the owner listed on the merchant account (i.e., *the same owner(s) listed the original merchant contract*).
- Step 4 Only **majority/beneficial owners (i.e., holds 25% or more stake in business)** must sign change form **Section 4** of Change Form to have the request(s) processed. **Signatures must total at least 51% ownership to proceed with review of change request.** Form will be returned for correct signature(s) if found to be incomplete or holds incorrect signatures, or if not signed by the same owner(s) as listed the original merchant contract

NOTES

- If this change is due to a change ownership, do not complete this form.
- Keep the existing bank account open until funds correctly deposit into the new account stated below.
- Contact your Sales Agent or customer service number listed on your statement for any questions.

IF THE OWNERSHIP OR LEGAL ENTITY DETAILS (INCLUDING GST NUMBER) OF THE BUSINESS HAS CHANGED, A NEW APPLICATION WILL BE REQUIRED.



PROFILE CHANGE ADDENDUM

CURRENT BUSINESS INFORMATION – SECTION 1		
Legal Entity Name	Operating Name	Merchant ID
Owner/Authorized Contact Name	Contact Number	Email Address

REQUEST TYPE – SECTION 2			
Add	Comments		
Change			
Other - see comments			
New Operating Name		New Legal/DBA Address	
New City	New State/Province	New ZIP/Postal Code	New MCC/SIC Requested
New Volume	New Average Ticket	New High Ticket	Billing Method Monthly Daily
New Routing Number	New Account Number	Financial Institution Name	

APPLICATION TERMS AND CONDITIONS ACCEPTANCE – SECTION 3	
<p>Merchant agrees to maintain Merchant Services Agreement ("Agreement") obligations, including terms and conditions, with Merrco Payments Inc. and its applicable sponsor bank(s) (collectively "Servicer"). Merchant agrees to comply with the Agreement knowing modifications or amendments may occur in the future. Merchant should not sign this form if Merchant does not agree with any of the above. By placing signature(s) below, each individual identified herein certifies that all information provided in this form is true and accurate and authorizes Servicer to initiate EFT/ACH debit entries to the Merchant's checking account(s) in accordance with the Merchant Services Agreement. A business or consumer credit report on the Merchant and/or Signer(s) may be required or used in conjunction with the maintenance, updating, renewal, or extension of the services provided by Servicer, or in conjunction with reviewing, collecting dues owed, or other legitimate purposes associated with the Merchant's processing account.</p>	
Initials	



OWNER/CONTROL PRONG ACCEPTANCE – SECTION 4

Principal #1	Title	Signature	Date
Principal #2	Title	Signature	Date
Principal #3	Title	Signature	Date
Principal #4	Title	Signature	Date
Principal #5	Title	Signature	Date