



MERCHANT MANAGEMENT GROUP, LLC

## Business Name Change Request Form

Please Complete This Form And Fax To: Merchant Services Department At  
(850) 747-3664. Allow 24 To 48 Hours For Information To Be Processed.

Merchant Number: \_\_\_\_\_

### Please check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Doing Business As Name Change                               | <input type="checkbox"/> Legal Business Name Change |
| <input type="checkbox"/> Change In Business Type (New Corporation, LLC, Partnership) | <input type="checkbox"/> Change In Ownership        |

Old Doing Business As Name: \_\_\_\_\_

New Doing Business As Name: \_\_\_\_\_

Old Legal Business Name: \_\_\_\_\_

New Legal Business Name: \_\_\_\_\_

In order to process your request, a voided check and at least one of the following items supporting the above change must be submitted: (Please check submitted item)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Articles of incorporation | <input type="checkbox"/> Doing Business As Filing | <input type="checkbox"/> Business License       |
| <input type="checkbox"/> Name Change Filing        | <input type="checkbox"/> Seller's Permit          | <input type="checkbox"/> Fictitious Name Filing |

A change in business ownership will require completion of a new Merchant application / agreement.  
This form is available on our website.

\_\_\_\_\_  
**Authorized Signature**

(As specified on Merchant Application/ Agreement)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email Address**

If you have any questions, please contact a member of our Merchant Services Team at (850) 747-0664 or email us at [service@merchantmanagementgroup.com](mailto:service@merchantmanagementgroup.com)