

Legal Name Change Request Form



Please submit the following information to modify a legal business name / IRS TIN related to your merchant account with CardConnect. Please type or print neatly (application will be returned if illegible).

IMPORTANT: Only the application signer/account owner is permitted to submit a legal business name / IRS TIN change request. Forms submitted by any other party will be rejected. If you are unsure who the account owner, then please email Support at support@givesmart.com.

If the account owner/signer of the application has changed, then a new merchant application will be required. Please reach out to Support at support@givesmart.com for next steps.

Merchant ID Number	_____
Existing Legal/IRS Name	_____
Merchant Phone Number	_____
New Legal/IRS Name	_____
New Federal Taxpayer ID	_____
New TIN Type	_____
Tax Effective Year	_____
Change Effective Date	_____
Reason for Change	_____

ATTENTION – The following attachments are **REQUIRED** to complete the Legal Name change:

- 1) Completed Legal Name Change Request Form.
- 2) An IRS Federal Tax ID (EIN) Letter also known as a SS4 Letter **OR** a Federal IRS W9.

IMPORTANT: If submitting this form via email, the Account Owner should include this request in the body of your email. If submitting this form via fax, please include a written letter specifying this request. Form Submission steps below.

Merchant Signature

I certify that I am either the current legal signer and/or business owner and hereby request a change in the legal name filing or IRS filing name of this merchant account. I further certify that I am authorized to approve the above changes for the merchant named and the information supplied is both true and accurate.

Merchant Signature

Date

Merchant's Printed Name

Merchant's Title

Form Submission Steps:

- 1) Please email or fax this form and the required documentation to the agent listed below. We ask you submit these 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.
 - a) During the approval process the representative listed on the merchant application will receive a call from a CardConnect security team member to:
 - i) Verify the change.
 - ii) Ensure the accounts in question are still in good standing so no Risk flags are raised.
- 3) The GiveSmart agent will email you once the update has been made.

For Office Use Only

Date	_____
Agent Name	GiveSmart Support
Agent Phone Number	(855) 322-4483
Agent Fax Number	(737) 225-8876
Agent Email Address	Support@givesmart.com
Merchant DBA	_____
Merchant Tax ID	_____