

# CARD ADDITION/CHANGE REQUEST FORM

**IMPORTANT - PLEASE READ BEFORE PROCEEDING:**

ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED. .

Thank you for your cooperation.

**Merchant Name:** \_\_\_\_\_ **Merchant Number:** \_\_\_\_\_

**>> [American Express:](#)**

Please check one:  Add  Change

Merchant Account # / SE Number: \_\_\_\_\_

**>> [Discover Card:](#)**

Please check one:  Add  Change

Merchant Account #: \_\_\_\_\_

**>> [Diners Club / Carte Blanche:](#)**

Please check one:  Add  Change

Merchant Account #: \_\_\_\_\_

**>> [Japanese Credit Bureau \(JCB\):](#)**

Please check one:  Add  Change

Merchant Account #: \_\_\_\_\_

Signature of Authorized Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
(as specified on the Merchant Application/Agreement)

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_