

Business Address Update

All of the information that is listed below is required and must be completed. This request will not be effective until all of the required documents are provided and approved.

▶ _____
Legal Business Name **Merchant ID**

New Physical Address (P.O. Box will not be accepted):

▶ _____
Street **Unit/Suite/Apt**

▶ _____
City **State** **Zip Code**

Please include one of the following:

- Business License. New address must be listed on the business license.
- Utility Bill. Name of business and new address must be listed on the utility bill.

▶ _____
Signature of Account Principal (Signer on the account) **Date**

▶ _____
Print Name

When Completed:



Scan and upload to:
upload.payjunction.com

(or)



Fax to:
800-771-3821