

## Business Name Change 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 Number**

▶ \_\_\_\_\_  
**New Doing Business As (DBA) Name:**

### Please include one of the following:

- Business License. New business name must be listed on the business license.
- Doing Business As Filing. New business name must be listed on the DBA filing.
- Fictitious Name Filing. New business name must be listed on the fictitious name filing.
- Name Change Filing. New business name must be listed on the name change filing.

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

▶ \_\_\_\_\_  
**Print Name**

**When Completed:**



Scan and upload to:  
[upload.payjunction.com](http://upload.payjunction.com)

(or)



Fax to:  
**800-771-3821**