



WOODFOREST ACCEPTANCE SOLUTIONS

Merchant DBA/Address Change Form

**IMPORTANT - PLEASE READ BEFORE PROCEEDING:
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED. THIS REQUEST
WILL NOT BE EFFECTIVE UNTIL THE REQUIRED DOCUMENTS ARE RECEIVED AND
APPROVED BY UNDERWRITING. *Thank You for Your Cooperation.***

Merchant Number: _____

Products and Services Sold: _____

PLEASE CHECK ALL THAT APPLY:

Doing Business As Name Change

Address Change

Old Doing Business Name As: _____

New Doing Business Name As: _____

Old Address: _____

New Address: _____

**IN ORDER TO PROCESS YOUR REQUEST, AT LEAST ONE OF THE FOLLOWING ITEMS SUPPORTING THE ABOVE
CHANGE MUST BE SUBMITTED:**

(Please check appropriate item for verification)

DBA Change Documentation

Doing Business As Name Change Filing

Business License

Fictitious/Assumed Name Filing

Address Change Documentation

Utility Bill

Lease Agreement

**Please Note: A change in Legal Entity, Tax ID, and Business Type (i.e. new corporation, partnership, LLC) will
require completion of a new application and agreement.**

Signature of Authorized Principal

(as specified on the Merchant Application/Agreement)

Date

Print Name

Phone Number

Email Address

*If you have questions you may call support at 888-584-2265 or contact us by email at merchantsupport@woodforestpay.com