

# CARD ADDITION/CHANGE REQUEST FORM

**IMPORTANT - PLEASE READ BEFORE PROCEEDING:  
ALL INFORMATION LISTED IS REQUIRED AND MUST BE COMPLETED.  
PLEASE FAX THIS REQUEST FORM TO CUSTOMER SERVICE AT 425-969-2945.  
THIS REQUEST WILL NOT BE EFFECTIVE UNTIL THE SIGNATURE HAS BEEN  
VERIFIED BY CUSTOMER SERVICE.**

*Thank you for your cooperation.*

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

**Merchant Number:** \_\_\_\_\_ **(Required)**

**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 # \_\_\_\_\_

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**Signature of Authorized Principal** **Date**  
(as specified on the Merchant Application/Agreement)

If you should have any questions, please contact our Customer Service department at (800) 675-6573 or email us at [support@appliedmerchant.com](mailto:support@appliedmerchant.com)