



**Change Phone Number Form**

In order to comply with **security / privacy** standards, you must submit this request **in writing** and fax directly to our Support Department.

**Please use this form to change the Phone Number on your Merchant Account.**

This request can only be made by the actual **Signer** on the Merchant Account Agreement.

**Our fax number is: 866.304.3386**

**Required information:**

Merchant **Doing Business As** Name \_\_\_\_\_

Your Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

LOGIN ID of your Gateway \_\_\_\_\_

Merchant ID Number: \_\_\_\_\_

(your merchant ID Number can be found on the Monthly Visa/MC statement that is mailed to you)

Current Phone Number on Account: \_\_\_\_\_

**New Phone Number:**

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By signing below, I expressly authorize **Interchange Plus Solutions, LLC** or its affiliates to **fulfill the above request** in connection with my Merchant Account and/or Payment Gateway account. (All information will be maintained strictly confidential.)

X \_\_\_\_\_  
**Owner/Officer Signature** **Date**