

LEGAL BUSINESS & IRS NAME CHANGE FORM

Upload this form to our File Depot at the link below. Once upload is complete, please email customerservice@suran.com to notify us that the form has been uploaded.
<https://www.suran.com/file-depot/>

Merchant Information			
Business Name (DBA):		Merchant ID:	
Merchant Contact Name:	Contact Phone Number:	Contact Email:	
Merchant Location Address:	City:	State:	ZIP:
IRS Name Change Information <i>(See instructions for guidance on completion and submission.)</i>			
New IRS Name:		New Taxpayer ID:	
New TIN Type:	Tax Effective Year <i>(Required)</i> :	Change Effective Year <i>(Required)</i> :	
Reason for Change:			
Legal Business Information <i>(See instructions for guidance on completion and submission.)</i>			
CURRENT Entity/Business Structure: <i>(i.e. Sole Proprietorship, Partnership, LLC, Non-Profit, Corporation)</i>		NEW Entity/Business Structure <i>(i.e. Sole Proprietorship, Partnership, LLC, Non-Profit, Corporation)</i>	
CURRENT Legal Business Name:		NEW Legal Business Name:	
CURRENT Legal Contact/Signer Name:		NEW Legal Contact/Signer Name:	
CURRENT Legal Contact Title:		NEW Legal Contact Title:	
<i>Please provide your NEW legal home address, NEW legal contact date of birth and NEW legal contact social security number below.</i>			
NEW Legal Home Address:			
NEW Legal Contact Date of Birth:		NEW Legal Contact Social Security Number:	
Reason for Change:			

Merchant Acknowledgement & Acceptance

I certify that I am either the current legal signer and/or business owner and that the above change does not represent a change in ownership. I further certify that I am authorized to approve the above changes for the merchant named and the information supplied is both true and accurate.

For changes involving a Legal Contact/Signer Name or Legal Business Name change, I certify that I am the current legal signer and the above changes do not represent a change in ownership. I authorize you to request and obtain from a consumer reporting agency, personal and business consumer reports. I also authorize you to obtain subsequent consumer reports in connection with the maintenance, updating, renewal, or extension of the merchant agreement. I agree that all references, including banks and consumer reporting agencies, may release any and all personal and business credit financial information to you.

Accepted By Signature

Name (Please Print)

Date

Title

Instructions & Guidance

Supporting documentation must be provided for the following updates:

Change Type/Reason for Change	Required Supporting Documentation (One of the following):
Entity/Business Structure Change	<ul style="list-style-type: none"> • Business Certification • Partnership Agreement • Corporate Seal • Amended Articles of Incorporation or Organization
Legal Business Name Change	<ul style="list-style-type: none"> • Business Certification • Partnership Agreement • Corporate Seal • Amended Articles of Incorporation or Organization • Federal TAX ID Certificate
Legal Contact/Signer Change	<ul style="list-style-type: none"> • Corporate Minutes • Meeting Notes • Corporate Board Resolution
Federal Taxpayer ID/IRS Name Change	<ul style="list-style-type: none"> • IRS Federal Tax ID (EIN) Letter

- ✓ **For Federal Taxpayer ID/IRS Name Change Requests:** You must specify the (new) TIN type when changing the taxpayer ID number. When changing any taxpayer information, you must provide the change effective date, as well as the tax effective year. Otherwise, the processing of your request will be delayed.
- ✓ **For Legal Contact/Signer Changes Only:** You must provide the Title, Home Address, Date of Birth, and Social Security Number for both the current and new contact/signer. Otherwise, the processing of your request will be delayed.
- ✓ **IF THE OWNERSHIP OF THE BUSINESS HAS CHANGED, PLEASE SUBMIT A NEW APPLICATION.**



On the next page you will find the **FACH Change of Ownership Form**. In order to make the necessary changes for ACH processing, you must complete the form and included a signature.

Thank you!

Date:

FACH MID:	Effective Date:
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Person Requesting Change:			
Title:		Phone Number:	
<i>*Person should be Owner, Officer or Legal Contact. Does not include Manager, Clerk, etc.</i>			

	CURRENT VALUE	NEW VALUE	REASON FOR CHANGE
Federal Tax ID:			
IRS Filing Name (Legal Name):			
Trade Name (DBA):			
Physical Address:			
Contact Name & Title:			

NOTE 1: To complete the change to your Federal Tax ID #, an attached copy of your Federal Tax ID Certificate is required.
NOTE 2: If Legal Signer's name has changed, please include corporate minutes or meeting notes.
NOTE 3: Please allow 3-5 business days to process this request.

Before the Legal business name/ DBA Name can be changed, please forward one (1) of the following supporting documents.			
<input type="checkbox"/> Business Certification	<input type="checkbox"/> Corporate seal	<input type="checkbox"/> Article of Incorporation	<input type="checkbox"/> IRS Tax Exemption Certificate

Do merchant transactions include any of the following prohibited activity?			
<input type="checkbox"/> For Profit Debt Relief Service Provider	<input type="checkbox"/> Internet Gambling	<input type="checkbox"/> Sales of Tobacco	<input type="checkbox"/> Multi-Level Marketing
<input type="checkbox"/> Sales of Pornography or "Adult" Activity	<input type="checkbox"/> Telemarketing		

Merchant Signature:	Date:
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Paragon Risk Signature:	Date:
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