



[Change DBA/Billing Descriptor 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 DBA/Billing Descriptor on your Merchant Account.

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

Our fax number is: 866.431.4138

Required information:

Current Merchant Doing Business As Name _____
(this is the DBA/Billing Descriptor name that is currently on your merchant account)

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)

NEW Merchant Doing Business As Name _____
(this is the NEW DBA/Billing Descriptor you would like to have on your merchant account)

By signing below, I expressly authorize *AuctionCheckout* 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