



Complete and FAX to:
323-966-0056

Add / Change Additional Card Type Request Form

Please use this form if you would like to add or change the types of credit cards you will accept. You must provide the appropriate merchant numbers for each card type added / changed.

Merchant Name _____

Merchant Number _____

Contact Name _____

| | |
|---|---|
| <p>American Express Add <input type="checkbox"/> Change <input type="checkbox"/></p> <p>SE (Merchant) Number _____</p> | <p><i>Office Use Only</i></p> <p>DE By: _____</p> <p>Date _____</p> |
|---|---|

| | |
|--|---------------------------------------|
| <p>Discover Add <input type="checkbox"/> Change <input type="checkbox"/></p> <p>Merchant Number _____</p> | <p>DE By: _____</p> <p>Date _____</p> |
|--|---------------------------------------|

| | |
|--|---------------------------------------|
| <p>Carte Blanche / Diner's Club Add <input type="checkbox"/> Change <input type="checkbox"/></p> <p>Merchant Number _____</p> | <p>DE By: _____</p> <p>Date _____</p> |
|--|---------------------------------------|

| | |
|---|---------------------------------------|
| <p>JCB Add <input type="checkbox"/> Change <input type="checkbox"/></p> <p>Merchant Number _____</p> | <p>DE By: _____</p> <p>Date _____</p> |
|---|---------------------------------------|

Authorized By

Signature of Authorized Merchant Principal _____

Date of Request _____

Thank You!

If we receive this form, **completed**, by noon on any business day, we will make the change that day. Please note that it takes 24-48 hours for the change to take effect.*

* American Express may take up to 72 hours.