



**Omaha - Legal Business AND/
OR IRS Name Change Request**

Date:	
ISO Name	Jpappas Payments
ISO Contact Name	Tina Pappas
ISO Phone Number	973-429-0725
ISO E-Mail Address	Support@jpappas.net
Merchant DBA	
Omaha Merchant Number	
Nashville/Cardnet/Buypass MID	
Clover Merchant	<input type="checkbox"/> YES

PLEASE SELECT PLATFORM(S) TO UPDATE:

- Omaha Only
 Nashville Only
 Cardnet Only
 Buypass Only
 Omaha and Nashville
 Omaha and Cardnet
 Omaha and Buypass

TAXPAYER INFORMATION

(See attached instructions for guidance on completion and submission.)

New IRS Name	
New Taxpayer ID	
New TIN Type	
Tax Effective Year (REQUIRED)	
Change Effective Date (REQUIRED)	
Reason for Change:	

LEGAL BUSINESS INFORMATION

(See attached instructions for guidance on completion and submission.)

	<u>Current</u>	<u>New</u>
Entity/Business Structure (i.e. Sole Proprietorship, Partnership, LLC, Non-Profit, Corporation)		
Legal Business Name		
Legal Contact/Signer Name		
Legal Contact Title		
New Legal Contact Home Address		
New Legal Contact Date of Birth		
New Legal Contact Social Security Number		
Reason for Change:		

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.

Legal Contact/Signer Signature (Required) _____ Date _____

**Omaha-Legal Business/IRS Name Change Request
(Updated February 12, 2014)**

Overview: Use the Omaha-Legal Business/IRS Name Change Request form to update the legal business and/or taxpayer information for a selected merchant location.

To ensure timely processing, completed forms are to be submitted through Merchant Service Center (MSC) by opening a **Maintenance** request.

- Select **Omaha** as the Acquirer platform; select **Omaha, Nashville, Buypass, or Cardnet (North Bridge)** as the Authorization Network.
- When adding the work order, select **Merchant Account Update** as the work order category. For Legal Business Name changes, select **Legal Information Update** for the work order type. For IRS Name/Taxpayer ID changes, **Fed Tax ID/IRS Name** for the work order type.

Pertinent items of note when completing the form:

- Please select the platform(s) for which you the changes are going to apply. Also, please provide the MIDs for all platforms for which changes will be made. This will ensure that changes are made to both the authorization (front-end) and settlement (back-end) platforms.
- Enter values for only the items you are seeking to update.
- Supporting documentation must be provided for the following:

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.**

Please allow 2 full business days for processing. Rush requests are processed on a best efforts basis.