



## Omaha - Address Information Change Request

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

**Please Select Platform(s) to Update:**     Reset Options

<input type="radio"/> Omaha Only	<input type="radio"/> Nashville Only	<input type="radio"/> Cardnet Only	<input type="radio"/> Bypass Only
<input type="radio"/> Omaha and Nashville	<input type="radio"/> Omaha and Cardnet	<input type="radio"/> Omaha and Bypass	

Please enter only new values for the following fields. Any fields left blank will not be updated.  
PO Boxes are not valid as a DBA Address and may only be used as a Corporate Address.

DBA Outlet Name:	
DBA Street Address:	
DBA City:	
DBA State:	
DBA Zip:	
DBA Phone Number:	
DBA Fax Number:	
Customer Service Phone:	

DBA Contact Name:	
Descriptor - Retail:	
Descriptor - Bankcard:	

Corporate Street:	
Corporate City:	
Corporate State:	
Corporate Zip:	

Email Address:	
Website URL:	

**Updating Statement Mail Flag**

Please Select an Option
-------------------------

**Updating Chargeback Mail Flag**

Please Select an Option
-------------------------

**Omaha-Address Information Change Request Form  
(Updated July 28, 2014)**

Overview: Use the Omaha-Address Information Change Request form to change DBA/Corporate address and phone number, e-mail /URL address, statement/chargeback mail flags, and bankcard descriptor information.

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

- Make sure the MID/DBA Name on the work order matches what is on the supporting documentation provided, including the completed maintenance form.
- Select **Omaha** as the Acquirer platform; select **Omaha, Buypass, Cardnet (North Bridge), or Nashville** as the Authorization Network (the front-end platform the merchant is processing on).
- When adding the work order, select **Merchant Account Update** as the work order category; select **DBA Information Update** for the work order type.
- Make sure all pertinent documents are attached to the work order, including the completed maintenance form.
- If the merchant is processing with Clover Station merchant, please indicate in the space reserved.

Pertinent items of note when completing the form:

- Please select the platform(s) for which 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.
- If updating information for a platform in addition to Omaha, please provide pertinent Buypass, Cardnet (North Bridge) or Nashville MID information in the reserved fields.
- Legibly enter values for only the fields you are seeking to update.
- A PO Box is not acceptable for the DBA Street Address; state to state DBA address changes will require credit review.

**Requests submitted incorrectly will result in delays in processing, which may ultimately require the resubmission of your request.**

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

