



[Change "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 Billing Descriptor on your Merchant Account.

This does NOT change the Billing Descriptor on your AMEX or Discover Accounts.

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 Billing Descriptor \_\_\_\_\_  
(this is the Billing Descriptor that is currently on your merchant account)

Your Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

LOGIN ID of your Gateway \_\_\_\_\_

16 Digit Merchant ID Number: \_\_\_\_\_  
(your Merchant ID Number can be found on the monthly Visa/MC Statement that is mailed to you)

NEW Merchant Billing Descriptor \_\_\_\_\_  
(this is the NEW Billing Descriptor you would like to have on your merchant account)

**NOTE: If you are an Internet merchant, you will ALSO need to contact your Payment Gateway directly to have them change the Billing Descriptor they have on file for you. This is often the name they have listed for your Checking Account.**

By signing below, I expressly authorize **Established Merchants Only.com** or its affiliates to fulfill the above request in connection with my Merchant Account. (All information will be maintained strictly confidential.)

X

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Owner/Officer Signature

Date