



# Principal Change Request

Please return this form completed and signed by email to [accountchanges@paya.com](mailto:accountchanges@paya.com) or by fax to (478) 345-8855

## OFFICE INFORMATION

Office ID	Rep Name / ID	App ID	Ticket #
-----------	---------------	--------	----------

## MERCHANT INFORMATION

Merchant ID (MID)	Email Address for Notification of Request Completion
DBA Name	Mobile Phone
Contact Name	Contact Phone (if different than Mobile Phone)

Pursuant to the Merchant Agreement by and between Merchant and Paya, Merchant is providing notice of change in Principal(s):

The following person is the **NEW / ADDITIONAL** Principal Merchant:

### NEW PRINCIPAL (Beneficial Owner (ownership >25% / Controlling Manager)

Name	Title
Home Address (include Street, City, State and Zip Code)	
Email	Contact Phone
Date of Birth (DOB)	SSN

(if applicable) The following person is **NO LONGER** a Principal Merchant:

### REMOVED PRINCIPAL

Name	Title
Date of Birth (DOB)	Contact Phone

## SIGNATURE AND ACCEPTANCE

In accordance with the terms set out above, I authorized the above change(s):

Current Principal
X
Signature
Printed Name
Signatory's Title
Dated

New Principal
X
Signature
Printed Name
Signatory's Title
Dated

Witness (ISO/SPS Agent or Notary ONLY)
X
Signature
Printed Name
Signatory's Title
Dated

Please allow three (3) to five (5) business days for your request to be completed.



303 Perimeter Center North, Suite 600 | Atlanta GA 30346 | 800-261-0240