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| OFFICE INFORMATION | | | | | | | | | | | | | | | | | | |
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|  | Office ID | |  | Rep Name / ID | | | | |  | App ID | | | | |  | Ticket # | |  |
|  |  | | | | | | | | | | | | | | | | |  |
| MERCHANT INFORMATION | | | | | | | | | | | | | | | | | | |
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|  | Merchant ID (MID) | | | | | | | |  | DBA Name | | | | | | | |  |
|  |  | | | | | | | |  |  | | | | | | | |  |
|  | Contact Name | | | | | | | |  | Contact Phone | | | | | | | |  |
|  |  | | | | | | | |  |  | | | | | | | |  |
|  | Email Address for Notification of Request Completion | | | | | | | |  |  | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | |  |
| 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 | | | | | | | | | | | | | | | | | | |
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|  | Name | | | | | | | |  | Title | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | |  |
|  | Full Address | | | | | | | | | | | | | | | | |  |
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|  | Email | | | | | | | |  | Phone | | | | | | | |  |
|  | /       / | | | | | | | |  |  | | | | | | | |  |
|  | Date of Birth (DOB) | | | | | | | |  |  | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | |  |
| *(if applicable)* The following person is NO LONGER a Principal Merchant: | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | |  |
| REMOVED PRINCIPAL | | | | | | | | | | | | | | | | | | |
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|  | Name | | | | | | | |  | Title | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | |  |
|  | Full Address | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | |  |  | | | | | | | |  |
|  | Email | | | | | | | |  | Phone | | | | | | | |  |
|  | /       / | | | | | | | |  |  | | | | | | | |  |
|  | Date of Birth (DOB) | | | | | | | |  |  | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | |  |
| SIGNATURE AND ACCEPTANCE | | | | | | | | | | | | | | | | | | |
|  | In accordance with the terms set out above, I authorized the above change(s): | | | | | | | | | | | | | | | | |  |
|  |  | | | | |  |  | | | | |  |  | | | | |  |
|  | Current Principal | | | | |  | New Principal | | | | |  | Witness (ISO/SPS Agent or Notary ONLY) | | | | |  |
|  | X |  | | |  |  | X |  | | |  |  | X |  | | |  |  |
|  |  | Signature | | |  |  |  | Signature | | |  |  |  | Signature | | |  |  |
|  |  |  | | |  |  |  |  | | |  |  |  |  | | |  |  |
|  |  | Printed Name | | |  |  |  | Printed Name | | |  |  |  | Printed Name | | |  |  |
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|  |  | Signatory’s Title | | |  |  |  | Signatory’s Title | | |  |  |  | Signatory’s Title | | |  |  |
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