

Change contact details request form

Please use this form to update your address or contact details. This includes the trading address, legal address, statement address or dispute/chargeback address as well as contact phone and email addresses. Once completed please email to posdeployment@firstdata.com.au with the subject heading *Change Contact Detail*. * Denotes a required field

Where possible please type information into the form before printing.

Merchant Details

Merchant Number/s*

Merchant Trading Name*

Merchant Trading Address

Suburb

State

Postcode

Phone Number

First Name*

Last Name*

Email Address*

Contact Details to be updated (Tick the relevant option/s)

Dispute/Chargeback

Legal ** *Cannot be a PO Box*

Statement

Trading ** *Cannot be a PO Box and proof of address must be submitted with the form.*

Any one of the following is suitable

- *A copy of a letter from a financial institution/utility bill*
- *A copy of lease agreement*
- *A print out/photocopy of a listing in the White or Yellow Pages*
- *A Memo in the letter stating that they are listed in the Electronic White or Yellow pages and the search criteria. (e.g. Electronic White Pages, Type Miss Mauds in the suburb of Joondalup)*

New Contact Details

Street

Suburb

State

Postcode

Phone Number

Email Address

Director / Partner / Sole Proprietor / Authorised Representative

By signing this form I/we authorise First Data Merchant Solutions to action this request

Name*

Name

Date* (dd/mm/yy)

Date (dd/mm/yy)

Signature* X.....

Signature* X.....

Print Form