

The University of Michigan

Merchant Account Change Form

Rev 10/15/20

Enter Merchant Account # (9 digits): _____

Enter Merchant Account Name: _____

ONLY enter information in fields below that are changing!

MERCHANT INFORMATION	<i>Please Type Entries</i>
Merchant Name <small>(max of 25 Characters)</small>	
Building Address with Room #	
Street Address	
City, State, Zip	
Merchant Customer Service phone number to appear on Cardholder statement	
Add American Express Acceptance. Enter "ADD" ->	
Credit Card Equipment Options	# Terminals to be Purchased @ \$475 each:
Phone Prefix for an Outside Line:	(if necessary - examples: 9, #8, 8, 97, etc.)

Dept Level Management (actual) Signature: _____ Date: _____

Print Dept Level Management's Name: _____ Phone #: _____

Upon completion and signature obtained, send to:

merchantservices@umich.edu or Treasurer's Office/Merchant Services 10090 Wolverine Tower, Zip 1283

Questions? Call 734-763-1299