



**SUN STATE™**  
**MERCHANT SERVICES LLC**

**SUN STATE MERCHANT SERVICES  
 ADDRESS INFORMATION CHANGE REQUEST FORM**

<b>DATE:</b>	
<b>MERCHANT NUMBER:</b>	
<b>DBA NAME:</b>	
<b>SUN STATE MERCHANT SERVICES CONTACT :</b>	
<b>CONTACT PHONE NUMBER</b>	<b>877.3.SUNSTATE</b>

<small>(internal use)</small>
-------------------------------

**OMAHA AND NASHVILLE**

FIELD	CURRENT	NEW
DBA NAME		
DBA STREET		
DBA CITY		
DBA STATE		
DBA ZIP		
DBA CONTACT		
DBA PHONE		
CUSTOMER SERVICE PHONE		

(if you are attached to a corporate office)

CORPORATE STREET		
CORPORATE CITY		
CORPORATE STATE		
CORPORATE ZIP		

(Please choose one for each below by placing an X in the box)

**Statements Mailed to:**      **Corporate**        **or**    **Merchant**   

**Chargebacks Mailed to:**      **Corporate**        **or**    **Merchant**   

**You may fax or email this request form to Sun State Merchant Services:  
 Fax: 877.580.7769 or Email: [myaccount@sunstatemerchantservices.com](mailto:myaccount@sunstatemerchantservices.com)  
[www.sunstatemerchantservices.com](http://www.sunstatemerchantservices.com)**