



## EMAIL ADDRESS CHANGE REQUEST FORM

Please indicate the email change you would like to take place by indicating if the current email address should be replaced or if an additional email address will be added.

**Replace email address**

Please replace existing email address: \_\_\_\_\_

with new email address: \_\_\_\_\_

**Add additional email address** \_\_\_\_\_

**Email address change should apply to (check all that are applicable)**

- Virtual Terminal (if applicable) User Name that should be updated: \_\_\_\_\_
- Billing Invoices (email address where Forte invoices are sent)
- Other (please indicate) \_\_\_\_\_
- Return Transaction / Batch Received Notifications
- Primary Contact Email

**Replace email address**

Please replace existing email address: \_\_\_\_\_

with new email address: \_\_\_\_\_

**Add additional email address** \_\_\_\_\_

**Email address change should apply to (check all that are applicable)**

- Virtual Terminal (if applicable) User Name that should be updated: \_\_\_\_\_
- Billing Invoices (email address where Forte invoices are sent)
- Other (please indicate) \_\_\_\_\_
- Return Transaction / Batch Received Notifications
- Primary Contact Email

Date: \_\_\_\_\_

Merchant ID #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Printed Name of Authorized Individual: \_\_\_\_\_

Signature of Authorized Individual: \_\_\_\_\_

*\*Please complete and email to [customerservice@forte.net](mailto:customerservice@forte.net) or fax to 469-675-8731\**