



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 or fax to 469-675-8731