# **CSg** Forte

*This form should be used to add/remove authorized contacts on a merchant account.*

*A primary contact is someone who is authorized to make changes on the merchant account (exceptions: bank changes and closing the account are limited to the signer only).*

| | |
|---|---|
| Name: | Email: |
| ☐ Add (or) ☐ Remove | Title: |

Change should apply to: (check all that are applicable)

☐ New Signer (Click HERE for additional requirements)

☐ Virtual Terminal/Payments Gateway (if applicable)

☐ Billing/Invoices

☐ Incident Notifications (Forte Status Page, status.forte.net)

☐ Return Transactions/Batch Received Notifications

☐ Primary Contact

☐ Auto Daily Report Notifications

☐ Payment File Notifications

☐ Chargeback Notifications (to remove user, click here)

☐ All of the above (if applicable)

| | |
|---|---|
| Name: | Email: |
| ☐ Add (or) ☐ Remove | Title: |

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    Chargeback Notifications (to remove user, click here)

    All of the above (if applicable)

Merchant/Location ID (Please be sure to list all applicable IDs)

| | | |
|---|---|---|
| Company Name: | Printed Name of Authorized Individual: | Date: |

Signature of Authorized Individual:

*For further assistance, please contact Customer Service at 866-290-5400 Option 1, or customerservice@forte.net*

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