



## Intuit Payments Canada Email Change Request

(This form must be filled out and signed by the contact/owner listed on the original application)

**STEP 1: To ensure security, you must include proof of identity and authority with the company.**

Please Include\* (check the items you will be submitting):

A copy of one of the following:

driver's license

passport

military ID

notarized document with your name and address

AND a copy or one of the following

company utility bill

company phone bill

company business license

\*If the required documentation is not included, your contact information will not be changed.

**STEP 2: Fill out the following information:**

**Company Name:**

**Merchant Visa Number:**

**AuthID:** (QuickBooks users only)

\*found in the top right corner of the Product Information screen in QuickBooks (Click F2 or Ctrl+1 with your QuickBooks file open)

I \_\_\_\_\_, request that Intuit modify my e-mail address in my contact information for my (please circle one or both) **QuickBooks Merchant Services** and/or **GoPayment Login**.

**Old Email Address:**

Please print clearly

**New Email Address:**

I have included documentation that establishes my identity, address, and relation to the company.

**Name:**

**Title:**

**Phone:**

**Signature:** \_\_\_\_\_ **Date:** Day/Month/Year



**STEP 3:** Return the form to Intuit for Processing

Fax or Email page one of the completed form with copies of required documentation (from Step 1) to Intuit Payment Solutions support

Fax: 1-858-408-3292 *Attn: Intuit Canada Merchant account – Email change request*

Email: [PSD\\_CSR\\_Updates@intuit.com](mailto:PSD_CSR_Updates@intuit.com) *Subject: Intuit Canada Merchant account- Email change request*

It may take 24 - 48 business hours to complete your request. Notification of a successful change will be sent to you via the new e-mail you indicated on page one.

Regards,

Intuit Payment Solutions Canada