



IRS Reporting Information Update Request

Merchants with Taxpayer ID number changes

This form is used in conjunction with the federal W-9 or W-8 form to update the Taxpayer ID Number within Chase Paymentech's systems to ensure that our records match the IRS. A W-9 or W-8 form must accompany this request.

Company Legal Name: _____ Company # _____

Requestors Name: _____ Contact Phone: _____
(Include Country code)

Requestors Email Address: _____

Please indicate which change(s) you are requesting to be made to Chase Paymentech's system(s):

Change to your existing Tax Payer Identification Number

(W-9 Required for each new Taxpayer ID for US Merchants, W-8 is required for each new Taxpayer ID for Canadian Merchants, W-8 may be required for existing International merchants if changing from a US Taxpayer ID)

Provide New Tax ID Number: _____ Effective Date of Change: _____ *(Required)*

Company *(all of the divisions under this company will utilize the new Taxpayer ID)*
or

Business Unit #/No. _____ **All TD's** **Yes** **No** *(if no provide list of Division numbers below)*

Transaction Division #/No.(s) only _____

1099K Contact Name: _____

1099K Contact Email Address: _____
(This is the contact that will receive the 1099K mailing to the address listed on the W-9 supplied (only required on new Taxpayer ID #'s)

1099K Mailing Address: _____
(If different than address provided on your W-9)

Additional Change to your hierarchy's existing Tax Payer Identification Number

(W-9 Required for each new Taxpayer ID for US Merchants, W-8 is required for each new Taxpayer ID for Canadian Merchants, W-8 may be required for International if changing from a US Taxpayer ID)

Provide New Tax ID Number: _____ Effective Date of Change: _____ *(Required)*

Business Unit #/No. _____ **All TD's** **Yes** **No** *(if no provide list of Division numbers below)*

Transaction Division #/No.(s) only _____

1099K Contact Name: _____

1099K Contact Email Address _____
(This is the contact that will receive the 1099K mailing to the address listed on the W-9 supplied (only required on new Taxpayer ID #'s)

1099K Mailing Address: _____
(If different than address provided on your W-9)

On behalf of _____ **I,** _____ **, represent and warrant**
(Merchant Legal Name) (Print Name)

that I have the authority to change and/or add taxpayer Id information and I verify that the above taxpayer Id information is accurate and should be used as requested above.

Authorized Signature *

Title

Date

(*Must be signed by Executive or Financial Contact)