# Authorize.Net Partner Update Form

The Partner Update Form is used to update or confirm the following Authorize.Net Partner account information:

- Your Company Doing Business As (DBA) name
- The account owner or account administrator
- Your Company Name, Tax ID or Employee Identification Number (EIN)

If you need to update any of the above partner account information, then you must submit additional documentation for verification purposes for each piece of account information you want to update. Each section below explains what additional documentation you need to submit based on the information you are updating.

For all requests, the **Current Partner Account Information** section must be filled out completely, including your **Authorize.Net Partner ID** and current **Tax ID Number**. The Tax ID Number listed must match the Tax ID Number currently on file. If your Tax ID Number has changed, please submit the documents from the Company Name/Tax ID/Employee Identification (EIN) section below to update your account with the new Tax ID Number.

> **Note:** If you received a request from Authorize.Net to fill out this form along with an IRS W-9 Form, but **do not** need to update any of the above information on file, please only fill out the **Update Reason**, **Current Partner Account Information** and **Authorization to Submit the Request** sections on the next page. Then complete the IRS Form W-9 and return all forms via the instructions below.

Please return this completed and signed form, the IRS W-9 Form and the required documentation from the instructions in each section through the Partner Interface:

- Click **Support** at the top of the page and click **Create and Manage Support Cases.**
- Click **New Support Case** and enter a Subject and Description, and then click **Submit**.
- Click the **Upload Files** button on the next page to add the attachment.
- For further instructions, please click here.

Authorize.Net will typically implement the changes indicated on this form within three to four business days of the receipt of a completed and signed request.

**IMPORTANT:** Authorize.Net **will not** process this form without sufficient authentication and authorization. Therefore, please submit the information required below as instructed.

| **Update or Confirm Reason** – Please indicate the reason why you need to update or confirm your Authorize.Net partner account information. | |
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| ☐ New Company Doing Business As (DBA) Name | ☐ Change in account owner and/or administrator |
| ☐ New Company Name | ☐ New Tax ID/Employee Identification Number |
| ☐ (EIN) Received a request from Authorize.Net | |

| **Current Partner Account Information** | |
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| **Authorize.Net Partner ID:** | **Tax ID Number:** |
| **Company Name:** | |
| **Owner or Principal's Name:** | **Title:** |

**IMPORTANT:** For verification purposes, the partner information above must match the current information on file in the Partner Interface. If it does not, we will be unable to update your account's information. To verify your information, please log into the Partner Interface and click **Account** from the main toolbar. If any changes need to be made to your account information, please review the instructions above for submitting this form through a **Support Case**.

| **New Company Doing Business As (DBA) Name** – Please also submit a copy of your valid business license, or a copy of your company's Articles of Incorporation or Articles of Organization (if non-profit, you must also submit IRS proof of non-profit status). | |
|---|---|
| **Company DBA Name:** | **Tax ID Number:** |

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| **New Account Owner or Account Administrator** – Please also submit a copy of your valid business license, or a copy of your company's Articles of Incorporation or Articles of Organization (if non-profit, you must also submit IRS proof of non-profit status).<br>To remove any account owners/administrators, (useful when someone leaves the company), simply enter their names in the section under New Account Owner or Account Administrator titled Account Owners/Account Administrators to Remove. | |
| **Officer/Owner/Principal's Name:** | **Title:** |
| **Email Address:** | **Phone Number:** |
| **Account Owners/Account Administrators to Remove (please list all you would like to remove):** | |

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| **New Company Name or New Tax ID Number** – Please also submit a copy of the official notification or confirmation letter from the IRS with the updated Tax ID number. You may call the IRS at (800) 829-4933 to request a new confirmation letter or for more information. You must also fill out a new IRS W-9 Form found at http://www.irs.gov/pub/irs-pdf/fw9.pdf.<br>Additionally, please submit a copy of your valid business license, or a copy of your company's Articles of Incorporation or Articles of Organization (if non-profit, you must also submit IRS proof of non-profit status). | |
| **Company Name:** | **Tax ID Number:** |

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| **Authorization to Submit the Request** – the person signing this form must be listed as an Administrator on your partner account. | |
| By signing below, you expressly acknowledge and agree that: (i) except as amended herein, all other terms and conditions of your Payment Gateway Partner Agreement ("Agreement") shall remain in full force and effect; and (ii) the Agreement shall be binding upon any successor in interest, in accordance with the update reason listed above, as applicable. | |
| **Print Name:** | **Signature:** |
| **Title:** | **Date:** |
| **Email Address:** | **Phone Number:** |