



Bank of  
Melbourne

# Request to change the address on your merchant facility.

Please complete this form if you would like to change the trading address or the mailing address on your merchant facility.

**Note:** If the change is due to a change in ownership, a new merchant facility must be established. Please phone Merchant Business Solutions sales on 1300 603 266 or contact your Relationship Manager.

Bank of Melbourne Merchant ID

## Section 1 – Your current merchant details.

Trading name

Trading address

<input type="text"/>		
	State	Postcode

Contact name

## Section 2 – Your updated merchant address.

Please change details for:  Trading address  Mailing address

**Note:** You cannot use a PO Box as the trading address of your merchant facility.

Trading address

<input type="text"/>		
	State	Postcode

Mailing address

<input type="text"/>		
	State	Postcode

New telephone number (if applicable)

New email address (if applicable)

## Request to change the address on your merchant facility.

### Section 3 – Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [bankofmelbourne.com.au/privacy/privacy-statement/](http://bankofmelbourne.com.au/privacy/privacy-statement/) or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

### Section 4 – Your authorisation.

**Note:** This form must be signed by an authorised signatory for the merchant.

Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		

Please sign this form and email to [merchantdocuments@bankofmelbourne.com.au](mailto:merchantdocuments@bankofmelbourne.com.au)

**OR**

Mail to: **Merchant Business Solutions, GPO Box 18, Sydney NSW 2001**