

CHANGE OF OWNER AUTHORIZATION



For businesses experiencing a change of ownership, please complete the details below and submit required documentation to **support@tekmetric.com**.

Original Owners must complete the following steps before requesting ownership change:

1. Integrations connected to Tekmetric need to be disconnected or request transfer of ownership with integration partners.
2. Update Payment Method on file to New Owner payment credentials.

In addition to this form, you must submit the following documents which reflect the New Owner's information:

1. Organization Documents showing change of ownership (i.e. bill of sale, articles of incorporation, etc.)
2. TIN Registration Document
3. Utility Bill with New Owner and Location Address



Please fill out form
on next page →

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ORIGINAL OWNER

Original Owner Name (First and Last) _____ Contact # _____

Original Owner Contact E-mail _____

Business Legal Name _____ Entity ID (TIN) # _____

Business DBA Name _____

Physical Street Address _____ City _____

State _____ Zip _____

NEW OWNER

New Owner Name (First and Last) _____ Contact # _____

New Owner Contact E-mail _____

Business Legal Name _____ Entity ID (TIN) # _____

Business DBA Name _____

Physical Street Address _____ City _____

State _____ Zip _____

ACKNOWLEDGMENTS

Owners certify and warrant that the information provided is true and correct. By signing in spaces provided below, New Owner acknowledges and agrees that they are bound by the Tekmetric and Tekmerchant Terms of Service originally agreed to on behalf of the business entity listed above. Owner further acknowledges and agrees to be bound by all rates, fees, and obligations. The undersigned further warrants and represents that they have the authority to execute the Change of Ownership Authorization on behalf of the entity named herein and bind the entity to all agreements.

Original Owner Title Date

New Owner Title Date

If the Original Owner is unavailable for signature, please provide explanation above