

**To:**

**From:**

**Re: Change account to Seasonal- MID** \_\_\_\_\_  
Merchant number

Please change the account for \_\_\_\_\_  
DBA Business name  
to a seasonal account to be active for the month/months of:

\_\_\_\_\_  
List **ALL** active months

Please feel free to call with any questions.

Sincerely,

\_\_\_\_\_  
Signature of Authorized Signer

**\*\*\*\*\*Please complete and sign request and fax to Attn: Vinnie Elliott at  
781-828-0449 to process.**