

Employee #

**Small Business Update Form**

**\*\*Used for Businesses with only 1 card assigned, Business with 2 or more cards are assigned Business Card Product**

**Pseudo #**

Select Request Type					
Request Type		Description		Required Documents	
<input type="checkbox"/> Add Cardholder(s)		Existing company wants to add another cardholder to their existing Small Business account  Account will be closed on TSYS once cards on DXC cards are activated. Account Balance/Rewards Points will be transferred from TSYS platform to DXC platform automatically.  Example: Chris Cash has an account/card for his business Cash Taxidermy. Chris wants to add his wife to his account and have two cards.		Small Business Update Form  New/Fully Completed Business Card Application and Agreement	
<input type="checkbox"/> Cardholder Change		Existing company wants to remove the current cardholder and replace them with a new cardholder.  Example: Susie Smith is the current owner/cardholder. She wants her Secretary Bob Brown to take over her card/office supply shopping. Susie's card would be status/inactivated and a new card for Bob would be created/mailed.		Small Business Update Form  New/Fully Completed Small Business Credit Card Application	
<input type="checkbox"/> Business Name Change		Existing company wants to update their current business name to a new business name  Example: ABC Textiles is renaming as The Quilting Corner.		Small Business Update Form  New/Fully Completed Small Business New Account Packet	
<input type="checkbox"/> Ownership Change		Existing company is selling company to a new owner and new owner is taking liability for existing account/account balance  Example: Joe Jones is selling his business to Kelly Brown. Credit card account balance is apart of the sale terms.		Small Business Update Form  New/Fully Completed Small Business New Account Packet	
INTERNAL BANKCARD USE ONLY					
Input Date	Input by	TUScr Primary:	TUScr Joint:	Underwritten by	Date
Completion Date		Completed by			
Underwriter's Comments:					