Reseller Request for Merchant Conversion

The purpose of this form is to help you quickly convert merchants currently using a different payment gateway to the Authorize.Net Payment Gateway. Please follow the instructions carefully.

To convert a merchant to Authorize.Net, please do the following:

1. Create an Authorize.Net Payment Gateway account for the merchant(s) you would like to convert.

2. Fill out the following form. (All fields are required.)

3. Provide proof of service on the current payment gateway for the merchant.

   We recommend that you print the merchant's profile from the current payment gateway's merchant management interface and black out any sensitive data. However, other forms of proof will be considered. (For converting multiple merchants, you will need to provide proof of the current service for each merchant.)

4. Fax or email this document, a spreadsheet with information for multiple merchants, if necessary, and proof of the current payment gateway service for each merchant to **385-455-2407 or accountadj@authorize.net**.

Reseller Information	
Reseller ID: _____	**Reseller Name:** _____
Contact Name: _____	**Contact Email** _____

Merchant Information	
Merchant Name*: _____	**Merchant's Payment Gateway ID:** _____
Merchant's Phone Number: _____ **Ext:** _____	**Contact Name:** _____
Contact Email: _____	
* If you would like to convert multiple merchants, please attach a spreadsheet to this form including the above required information for each merchant you would like to convert.	

Once the new Authorize.Net account is established and the appropriate merchant contact information provided, we will contact the merchant(s) to provide specific conversion assistance and take care of the rest.

For any questions regarding the conversion process or this conversion form, please contact Reseller Support at **888-437-0481**.