

CHANGE OF SUBACCOUNT OWNERSHIP REQUEST

This form is used to transfer ownership of a CCBill subaccount.

All requests must be completely filled out, signed, and faxed to 480.449.8801. Alternately, signed requests can be scanned and emailed to contractadmin@ccbill.com.

For assistance in completing this form, please send an email to contractadmin@ccbill.com.

Please be aware of the following issues when requesting a change of subaccount ownership:

1. All rebilling consumers on the seller's subaccount are transferred to the buyer's subaccount. If this is not your intention, a Change of Subaccount Ownership Request does not need to be submitted. If the intent of the buyer and seller is only to transfer control of a Web site or domain name, the seller must contact clientsupport@ccbill.com to cancel the subaccount tied to the domain name.
2. CCBill affiliates are controlled on an account-by-account basis. This means that affiliates currently promoting the seller's subaccount will not be able to promote the buyer's account with their existing affiliate ID numbers.
3. The buyer must have a CCBill subaccount that matches the domain name of the seller's subaccount. Both the seller's subaccount and the buyer's subaccount must be active at the time of the transfer of rebilling members.
4. If the seller processes Visa transactions, Visa transaction processing must be approved and active on the buyer's subaccount to effectively transfer all rebilling members. This process can take approximately 7-21 business days.
5. When applicable, user management must be functioning on the buyer's subaccount. This includes the ability to add and remove usernames and passwords including any transferred member's usernames and passwords. If you require assistance with this, please contact clientsupport@ccbill.com.
6. Prior to any transfer of rebills, all links to CCBill signup forms must be updated to the buyer's signup forms.
7. CCBill will email all consumers being transferred to inform them that they will now be billed as "CCBill*Buyer's Company Name."
8. CCBill will process the Change of Subaccount Ownership Request in as timely a manner as possible; however, no guarantees will be made in regards to when the request will be fully processed.

(Form continues on the following page.)

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Please fill out the information below.

NOTE: Please do not assume a change has been made until you receive email confirmation from CCBill to the email address you have provided for the account.

SELLER INFORMATION

Seller Client Account number:		Subaccount to Transfer:	
Principal Name:			
Contact Email:			
Address:			
City:		State:	Zip:
Country:		Tax ID Number (U.S. only):	

Seller Name Printed:	
Seller Signature:	Date:

BUYER INFORMATION

Buyer Client Account number:		Subaccount to Receive Transfer:	
Principal Name:			
Contact Email:			
Address:			
City:		State:	Zip:
Country:		Tax ID Number (U.S. only):	

Buyer Name Printed:	
Buyer Signature:	Date: