

CHANGE OF SUBACCOUNT OWNERSHIP REQUEST

This form is used to transfer ownership of an EC Suite 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@ecsuite.com.

For assistance in completing this form, please send an email to contractadmin@ecsuite.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@ecsuite.com to cancel the subaccount tied to the domain name.
2. EC Suite 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 an EC Suite 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. 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@ecsuite.com.
5. Prior to any transfer of rebills, all links to EC Suite signup forms must be updated to the buyer's signup forms.
6. EC Suite will email all consumers being transferred to inform them that they will now be billed as "EC Suite*Buyer's Company Name."
7. EC Suite 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.)

Please fill out the information requested below.

Important: In order to take effect, this Change of Sub-Account Ownership form must be completed and returned to EC Suite. If the transfer of a sub-account is to be to a new EC Suite client, the new client must submit **full EC Suite contracts and identification** prior to the approval of the transfer of this sub-account. EC Suite will not transfer ownership to a non-EC Suite entity. The EC Suite account and subaccount must be **complete and ready to receive members** before this change can be processed.

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Note: Please do not assume a change has been made until you receive email confirmation from EC Suite 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: