

# Data Subject Request Form

The following information is needed to help us respond to your Data Subject Request. Please complete this form, and then send it to National Merchant Center by mail at  
2955 Main St, Suite 100, Irvine, CA 92614  
or by email at [clientservices@nationalmerchant.com](mailto:clientservices@nationalmerchant.com)

## Part A. Your Request

Complete Name	
Address	
Email Address	
Any other name[s] by which you have been known that may be used in your personal data	
Please describe, with specificity, your request	

Please provide a description of the personal data to which your request relates, and any further information that you think may assist us in locating your personal data (e.g., any information that may assist us in determining the specific systems in which the personal data to which your request relates may be stored).

### **Part B. Proof of Identity**

The General Data Protection Regulation (“GDPR”) explicitly permits NMC to require proof of identity before acting on Data Subject Requests. NMC will use information on file in an attempt to verify your identity. If we are unable to verify your identity, we will contact you as soon as possible. The contact details for NMC is as follows:

National Merchant Center  
2955 Main St, Suite 100  
Irvine, CA 92614  
[clientservices@nationalmerchant.com](mailto:clientservices@nationalmerchant.com)

### **Part C. Data Subject Declaration**

I am the Data Subject named in Part A of this document, and I have provided my proof of identity.

Signature \_\_\_\_\_

Date \_\_\_\_\_