



## Update Instructions

To update your business credit report you will need to submit a written request to Experian.

Your request must be submitted on company letterhead and **must include a copy of the Experian business credit report** in question.

If you have already purchased your report simply print it out and send it to Commercial Relations as indicated below.

Please provide all of the following:

- On the report, circle the specific items in question and provide the correct information. Please provide supporting documentation when available.
- On current company letterhead, list all variations of company name including any doing business as and any formerly known as names that your company has operated under for the past 10 years.
- List your company's current and previous addresses (including physical and PO Box addresses) for the past 10 years.
- Provide the signature and phone number of an officer of the company.

Please send this information to:

Experian — Commercial Relations BCF  
PO Box 5001  
Costa Mesa, CA 92628-5001

Or email your Adobe® PDF file to: [BusinessDisputes@experian.com](mailto:BusinessDisputes@experian.com)

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