SUNCORP BANK

# Change Request
# Registered Business / Trading Name and to appear on receipts

## WHY USE THIS FORM?

**Please use this form if you wish to advise of a change to your Registered Business / Trading name or if you have recently Registered your Business name and the nature of the business remains the same.**

**If this is due to a change in ownership or the nature of the business has changed please contact us on 13 11 75 as a new application is required.**

## Merchant Details

Merchant Number

Merchant number can be found at the top of any receipt from the EFTPOS terminal (underneath the suburb) OR on your merchant statement.

Current Merchant Trading Name

Site Contact Name

Site Contact Number ( )

Email Address

Providing an email address will enable us to notify you that the requested change has been actioned.

Note: You may be contacted by our technical support team once request is approved to activate change on terminal.

## Change Registered Business / Trading Name and name to Appear on Receipts

Is the Merchant Trading Name registered? ☐ **Yes** ☐ **No** GCIS ID.

*(Suncorp Sales Consultant use only)*

ABN/ACN

Nature of Business

New Merchant Registered Business / Trading Name

Note: Below field is mandatory if the Registered Business / Trading Name has changed

### Change Name to Appear on Receipts

(For Shop Front – must be name above the door)

Change Name to Appear on Receipts

(Maximum of 22 characters, the following "symbols" are not able to be used - ', ", /, ?, @, \, +, _, `, [ )

## Authorisation - To be completed by a person with FULL access on the merchant facility

SIGNATURE ✗ DATE D D / M M / Y Y Y Y

NAME

SIGNATURE ✗ DATE D D / M M / Y Y Y Y

NAME

**Please note: All fields to be completed before we can process your request**

## How to Lodge

**Fax to:**
(07) 3031 2177

**Scan and submit via Email to:**
MerchantServices@suncorp.com.au

**Mail to:**
Suncorp Bank (4RE007)
GPO Box 1453
Brisbane QLD 4001