

WHY USE THIS FORM?

Please use this form if you wish to advise of a change to the terminal to add or remove surcharging ability.

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.

Merchant Trading Name

Contact Name Contact Number ()

The merchant facility will be updated to reflect the above contact name and number.

Email address

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

Add / Change or Remove Surcharging Functionality

Surcharge option 1

To apply the same surcharge percentage to all card types, choose this option.

Note: For this option, the surcharge will be charged on all transactions processed through the terminal.

 %

Surcharge option 2

Choose this option if you would like to either:

Apply different surcharge percentage to different card type. e.g. 1% for credit cards and 0.5% for debit cards, or;

Apply the surcharge percentage to specific card types e.g. credit cards only

Note: For this option, the surcharge will not be charged on contactless transactions.

A. Credit Cards

Add %

Remove

B. Debit Cards

Add %

Remove

C. AMEX

Add %

Remove

D. Diners

Add %


Remove


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


SIGNATURE		SIGNATURE	
<input type="text"/>	DATE	<input type="text"/>	DATE
X	DD / MM / YYYY	X	DD / MM / YYYY
NAME		NAME	
<input type="text"/>		<input type="text"/>	

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