

WHY USE THIS FORM?

Please use this form to:

1. Enable Debit card transactions
2. Add/Remove Amex/Diners Charge cards

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

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 the request is approved to activate the change on the terminal.

Debit Transactions

Enable Debit Transactions Debit Transactions Standard charge will be \$0.20* per Debit Card transaction at the end of each calendar month.

*All fees and charges are GST exclusive

Add/Remove Amex/Diners Charge cards

Please note that you need to contact AMEX and/or Diners to obtain an unique merchant number from them prior to submitting this Change Request Form.

Add AMEX Remove AMEX


Add Diners Remove Diners


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


SIGNATURE		SIGNATURE	
<input type="text" value="X"/>	DATE	<input type="text" value="X"/>	DATE
	<input type="text" value="D D / M M / Y Y Y Y"/>		<input type="text" value="D D / M M / Y Y Y Y"/>
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