

WHY USE THIS FORM?

Please use this form if you wish to request a change in trading and or mailing address. If this relates to any changes to the legal entity or change in ownership, please contact us on 13 11 75.

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.

Change of Merchant Trading / Mailing Address


<p>Site Address of Terminal</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Suburb/Town <input type="text"/></p> <p>State <input type="text"/> Postcode <input type="text"/></p> <p>Postal Address for Statement</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Suburb/Town <input type="text"/></p> <p>State <input type="text"/> Postcode <input type="text"/></p> <p>Please do not use any of the following symbols in any of the address fields - ' , / , ? , @ , \ , + , _ , ` , [</p>	<p>New Contact Numbers (including area code)</p> <p>Site (<input type="text"/>)</p> <p>Fax (<input type="text"/>)</p> <p>Mobile (<input type="text"/>)</p> <p>Email <input type="text"/></p> <p>Contact Name (must be signatory to this facility)</p> <p><input type="text"/></p>
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Authorisation – To be completed by a person with FULL access on the merchant facility


<p>SIGNATURE <input type="text"/></p> <p>DATE <input type="text"/></p> <p>NAME <input type="text"/></p>	<p>SIGNATURE <input type="text"/></p> <p>DATE <input type="text"/></p> <p>NAME <input type="text"/></p>
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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