

Change Request Add/Remove Amex

Why Use This Form?

Please use this form to:

1. Add/Remove Amex

Merchant Details

Merchant Number	<input type="text"/>	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	<input type="text"/>	
Contact Name	<input type="text"/>	
Contact Number	<input type="text"/>	The merchant facility will be updated to reflect the above contact name and number.
Email Address	<input type="text"/>	

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.

Add/Remove Amex

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

<input type="checkbox"/> Add AMEX	<input type="text" value="AMEX MERCHANT NO."/>	<input type="checkbox"/> Remove AMEX	<input type="text" value="AMEX MERCHANT NO."/>
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Authorisation - To be completed by a person with FULL access on the merchant facility

I/we agree that the execution of this form, and the communication of that execution, by electronic means, including through the DocuSign system and via emails sent from an email address designated by me as the address for communications, is legally binding on me/us even if not authorised.

I/we agree to immediately notify the Bank of any changes to my/our email address.

Signature	<input type="text"/>
Date:	<input type="text" value="D D / M M / Y Y Y Y"/>
Name:	<input type="text"/>

Signature	<input type="text"/>
Date:	<input type="text" value="D D / M M / Y Y Y Y"/>
Name:	<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@suncorpbank.com.au

Mail to: Suncorp Bank (4RE007)
GPO Box 2432
Brisbane QLD 4001