

Change Request Registered Business / Trading Name 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

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 Registered Business / Trading Name and name to Appear on Receipts

Is the Merchant Trading Name registered?

☐ Yes ☐ No

Customer Number

(Suncorp Bank 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)

(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

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

Date:

DD / MM / YYYY

Name:

Signature

Date:

DD / MM / YYYY

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@suncorpbank.com.au

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