

# Change Request Additional Terminal Required (EFTPOS Mobile and Integrated POS)

## Why Use This Form?

Please use this form if you wish to request an additional terminal/terminals under the same Merchant Number and same trading location. If this is for a new business or location please contact us on 13 11 55.

## 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.

\*This person will be added to your Merchant Facility as the main contact person and will be contacted on install and be authorised to select the merchant password. After the password has been selected, this can only be changed by those persons authorised for Full Merchant Facility Access.

## Additional Terminal(s) Required

Mobile EFTPOS Terminal	Integrated POS Terminal
<input type="checkbox"/> GPRS <input type="checkbox"/> WIFI <input type="checkbox"/> Broadband (Required if using HealthPoint)	<input type="checkbox"/> Mobile Terminal - WIFI Comms (Cloud based POS) <input type="checkbox"/> Mobile Terminal - Broadband (Traditional On Premise POS)
Additional Services: <input type="checkbox"/> Medicare <input type="checkbox"/> HealthPoint <input type="text"/> HealthPoint ID#	Software Vendor Name: <input type="text"/>
*A HealthPoint ID is required for each terminal. Please obtain from HealthPoint before submitting this form.	Note: Confirm your POS provider is accredited by checking <a href="https://linkly.com.au/resources-support/accredited-pos-vendors">https://linkly.com.au/resources-support/accredited-pos-vendors</a>

Note: If the terminal type is different from your current terminal, a different terminal rental may apply. Please call 13 11 55 to confirm the applicable rental amount.

The additional terminal will be loaded with the same functionality as your existing terminal and will be delivered to your existing site address. If you require a change to either of these please call 13 11 55.

## Peripheral(s) Required

### Mobile EFTPOS terminals

The mobile EFTPOS terminal will be delivered with a Docking Station.

Number of Car Charger(s)

### Integrated POS terminals

Number of Swivel Stands

## 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="DD / MM / YYYY"/>
Name:	<input type="text"/>		
Signature	<input type="text"/>	Date:	<input type="text" value="DD / MM / YYYY"/>
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@suncorp.com.au](mailto:MerchantServices@suncorp.com.au)

Mail to: Suncorp Bank (4RE007)  
GPO Box 1453, Brisbane QLD 4001