Change Request Add/Remove Amex and/or Diners Charge Cards

Why Use This Form?

Please use this form to:

1. 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.

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 — AMEX MERCHANT NO.   ☐ Remove AMEX — AMEX MERCHANT NO.

☐ Add Diners — DINERS MERCHANT NO.   ☐ Remove Diners — DINERS MERCHANT NO.

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: D D / M M / Y Y Y Y

Name:

Signature

Date: D D / M M / Y Y Y Y

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@suncorp.com.au**
Mail to: **Suncorp Bank (4RE007)**
                         GPO Box 1453
                         Brisbane QLD 4001