

# Change Request Additional Terminal Required (EFTPOS Countertop, 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"/> ) <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

|                                   | Countertop                       | Countertop                         | Mobile GPRS                          | Mobile Wi Fi                          | Integrated POS                   | Integrated POS                          |
|-----------------------------------|----------------------------------|------------------------------------|--------------------------------------|---------------------------------------|----------------------------------|---|
| Type of additional Terminal(s):   | <input type="checkbox"/> Dial Up | <input type="checkbox"/> Broadband | <input type="checkbox"/> Mobile GPRS | <input type="checkbox"/> Mobile Wi Fi | <input type="checkbox"/> Dial Up | <input type="checkbox"/> Broadband (IP) |
| Number of additional Terminal(s): | <input type="text"/> Dial Up     | <input type="text"/> Broadband     | <input type="text"/> Mobile GPRS     | <input type="text"/> Mobile Wi Fi     | <input type="text"/> Dial Up     | <input type="text"/> Broadband (IP)     |

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. If additional functionality is required, please call 13 11 55 to apply for a new merchant number.

|              |                      |       |          |
|--------------|----------------------|-------|----------|
| Site Address | <input type="text"/> |       |          |
| Suburb/Town  | <input type="text"/> | State | Postcode |

## Peripheral(s) Required

### Mobile EFTPOS terminals

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

If you require a Car Charger(s), please tick here  Number of Car Charger(s)  The once off cost of a Car Charger is \$36.00 excl GST.

By ticking the above box you authorise Suncorp to debit your nominated Fee account with \$36.00 excl GST per Car Charger ordered.

### Integrated POS terminals

|                      |                             |
|----------------------|-----------------------------|
| <input type="text"/> | Number of Swivel Stands     |
| <input type="text"/> | Number of Serial Converters |

## Authorisation - To be completed by a person with FULL access on the merchant facility

|           |                      |
|-----------|----------------------|
| Signature | <input type="text"/> |
| Date:     | <input type="text"/> |
| Name:     | <input type="text"/> |
| Signature | <input type="text"/> |
| Date:     | <input type="text"/> |
| 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

