

# Change Request Change of Address

## Why Use This Form?

Please use this form if you wish to request a change in trading and or mailing address. If this relates to any changes to the legal entity or change in ownership, 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 2"="" type="text" value="( )&lt;/input&gt;&lt;/td&gt;&lt;td&gt;The merchant facility will be updated to reflect the above contact name and number.&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Email Address&lt;/td&gt;&lt;td colspan="/> <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.

## Change of Merchant Trading / Mailing Address

### Site Address of Terminal

Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	Postcode
<b>New Contact Numbers</b> (including area code)	Site <input 3"="" text"="" type="text" value="( )&lt;/input&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Email&lt;/td&gt;&lt;td colspan="/> <input type="text"/>		

### Postal Address for Statement

Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	Postcode
Contact Name (must be signatory to this facility)	<input type="text"/>		

Please do not use any of the following symbols in any of the address fields - ', ", /, ?, @, \, +, \_ , ` , [

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

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