

# 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	<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.

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 a unique merchant number from them prior to submitting this Change Request Form.

<input type="checkbox"/> Add AMEX	<input type="text" value="AMEX MERCHANT NO."/>	<input type="checkbox"/> Remove AMEX	<input type="text" value="AMEX MERCHANT NO."/>
<input type="checkbox"/> Add Diners	<input type="text" value="DINERS MERCHANT NO."/>	<input type="checkbox"/> Remove Diners	<input type="text" value="DINERS MERCHANT NO."/>

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

Signature	<input type="text"/>
Date:	<input type="text" value="D D / M M / Y Y Y Y"/>
Name:	<input type="text"/>
Signature	<input type="text"/>
Date:	<input type="text" value="D D / M M / Y Y Y Y"/>
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

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