

WHY USE THIS FORM?

Please use this form if you wish to increase or decrease the current refund limit on your Merchant facility.

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

Site Contact Name Site Contact 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 request is approved to activate change on terminal.

Refund Amount Limit

Decrease Refund Limit \$

Increase Refund Limit \$

A Refund Amount limit is the maximum dollar amount permitted to be refunded for any on transaction.

Comments – Please advise reasons for increase if over \$250


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


<p>SIGNATURE</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> X </div> <p>DATE</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> D D / M M / Y Y Y Y </div> <p>NAME</p> <div style="border: 1px solid black; height: 20px;"></div>	<p>SIGNATURE</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> X </div> <p>DATE</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> D D / M M / Y Y Y Y </div> <p>NAME</p> <div style="border: 1px solid black; height: 20px;"></div>
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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