globalpayments

Global Payments Canada GP

MERCHANT CHANGE REQUEST FORM

Merchant Information

Note: Please ensure the information below is the same as your Merchant Agreements.

Please circle the service you wish to request from the list on the right side of this page

Merchant Name Doing Business As

Max 25 characters appear under "Merchant Name" on a Cardholder's Credit Card Statement

Current Bank ICA (If known) 0 0 **Current Terminal Merchant ID**

Merchant Address

City **Prov./ State** **Postal/Zip**

Max 15 characters appear under "City" on Cardholder's Credit Statement

Contact Name **Email**

Telephone # - - **Fax #** - -

SERVICES REQUESTED

- CHANGE NAME/ADDRESS
- CHANGE MERCHANT #(S) AND/OR BANKING
- CHANGE POS/VAR
- ADD/DELETE SERVICES
- OTHER: _____

P.O.S. System Information

POS System Name

Vendor/Dealer Name **Contact Name**

Telephone # - - **Fax #** - -

Credit Card Information

Note: Please ensure the information below is ACCURATE as it will affect your bank account deposits.

Card Types	Merchant Number
MasterCard ADD/CHANGE/DELETE	
VISA ADD/CHANGE/DELETE	
American Express ADD/CHANGE/DELETE	
Discover ADD/DELETE	
JCB ADD/CHANGE/DELETE	
Sears ADD/DELETE	

Please ensure that you have circled the correct function (ADD/CHANGE/DELETE merchant number)

Circle the companies that provide your MC and Visa merchant number

MasterCard	GPI	Credit Union/ CUETS
First Data	Moneris	Paymentech/ Citibank
Visa	TD CanadaTrust	
Paymentech	Moneris	Desjardins

Aquirer's Representative

Name

Tel. # **Email**

Region East Central West

Attach a VOID Cheque from both MC and Visa Deposit Bank accounts

Processing Information

Currency: ☐ CAN ☐ U.S. **Note:** Check only ONE. Complete a separate form for each currency.

Internet/eCommerce: Do you process credit card orders over the internet? ☐ YES ☐ NO

Data Capture/Settlement: *Check with your vender to see which options are supported.*

- ☐ **Terminal-based:** Merchant or software provider initiates end-of-day
- ☐ **Host-based:** GPS automatically closes batch daily at 1:00 a.m.

POS Attended/Unattended:

- ☐ **Attended:** POS Device is operated by attendant at the site
- ☐ **Unattended:** POS Device is operated solely by the cardholder

I agree to verify my bank accounts on a daily basis, to ensure that I am correctly receiving my deposits from GPS.

Signature **Date (MMDDYY)**

GP Setup Information

This section will be completed by GP Implementation department and will be forwarded back to you. Please provide this information to your vendor to configure your POS system.

Bank ID/ ICA **Merchant/ Terminal ID**

Plan No. **Company** **Store**

Agent Banks / **MCC/SIC Code**

Primary Access 877-553-5527 Backup 800-461-4614

PLEASE ALLOW UP TO 3 WEEKS FOR IMPLEMENTATION

Global Payments Canada GP – Email Cdn.eastprogramming@globalpay.com

This form is available online at www.globalpaymentsinc.com/canada