

Date: _____ Merchant DBA Name: _____ MID: _____

Change Request Type:

DBA: _____

Legal Name: _____

Bank Information*:

DDA: _____ Routing: _____

Address*:

Gateway: _____

Tax ID*:

Ownership**:

Reserve Release: _____

Reserve % Adjustment: _____

Settlement Delay Adjustment: _____

Pricing Changes:

Add Pin Debit

Remove Pin Debit

Add Amex

Remove Amex

Add Discover

Remove Discover

Other Pricing Change***

If Other, see Schedule C below

Agents may sign if the following changes are marked: Gateway, Reserve Release, Reserve % Adjustment, Settlement Delay Adjustment, add/remove pin debit, add/remove Amex, or add/remove discover.

Signature: _____

Date: _____

Print Name: _____

*Supporting documents must be submitted along with change form**

**New application required

***SCHEDULE C - PRICING

All payment types will be submitted for approval unless specific card types are selected below:

Visa Credit

DISCOUNT RATE (check box of just ONE of the discount rate programs [Tiered/Interchange+/Bundled/Dual Pricing])

Tiered Pricing Visa/MC	Visa/MC	AMEX	Discover	Debit ⁸	Interchange + Pricing	Interchange + Authorizations
Qualified ¹ :	%	%	%	%	Visa/MC:	% Visa/MC: \$
Mid-Qualified ² :	%	%	%	%	AMEX:	% AMEX: \$
Non-Qualified ⁴ :	%	%	%	%	Discover:	% Discover: \$
Tiered Transactions	Visa/MC	AMEX	Discover	Debit ⁸	Bundled Rate	Bundled Authorizations
Qualified Authorizations:	\$	\$	\$	\$	Flat Rate ⁶ :	% Authorizations ⁷ : \$
Mid-Qual Authorizations ³ :	\$	\$	\$	\$	Dual Pricing Rate ¹⁰ :	% Dual Pricing Fee ¹⁰ : \$
Non-Qual Authorizations ⁵ :	\$	\$	\$	\$		
OTHER FEES			OTHER FEES ¹¹			MONTHLY FEES
Bank Sponsor Fee:		%	Debit Card Auth's:	\$	Minimum Monthly Fee:	\$
AMEX Sponsor Fee:		%	EBT Auth's:	\$	Monthly Fee:	\$
Batch Fees:	\$		Account Update:	\$	Gateway:	\$
Chargebacks:	\$		Gateway Transaction Fee:	\$	Curv Subscription Fee:	\$
Reversal:	\$		Per ACH Reject:	\$ 35.00	Risk Analysis:	\$
Retrievals:	\$		Ethoca/Verifi Alerts:	\$	Web Monitoring:	\$
Arbitration:	\$		Rapid Dispute Resolution (RDR):	\$	Account Updater:	\$
Voice Auth's:	\$		Other:	\$	POS Fee:	\$
Declines:	\$		Comments:		Terminal Fee:	\$
Annual Fee ⁹ :	\$				Statement Fee:	\$
Refunds:	\$				Debit Access:	\$
AVS:	\$				Same Day Funding Rate:	%
PCI Compliance Fee: \$ ___ Per Month		\$ ___ Per Year			Breach Protection Fee:	\$
					Other:	\$
					Wireless Fee:	\$

1. Value represents the qualified rate applied to all transactions.
 2. Value is applied above true interchange, assessments and bank costs for Mid-Qualified transactions, in which it is charged in addition to the "Qualified Rate" for any Mid-Qualified transactions
 3. Charged in addition to Qualified transactions.
 4. Value is applied above true interchange, assessments and bank costs for Non-Qualified transactions, in which it is charged in addition to the "Mid-Qualified Rate" for any Non-Qualified transactions
 5. Charged in addition to the Mid-Qualified transactions
 6. Value represents discount rate to be charged on all transactions, regardless of qualification level
 7. Value represents transaction fee to be charged on all transactions, regardless of qualification level
 8. Value represents the qualified rate applied to all debit card transactions.
 9. Merchants boarded March 1 - August 31 will be billed on their October Statement. Merchants boarded September 1 - February 28-29 will be billed on the April Statement.
 10. By agreeing to this agreement under dual pricing you are subject to the terms of the Dual Pricing Program, found by clicking here: [Addendum to Merchant Agreement](#).
 11. High-risk merchant accounts subject to reserves will be assigned a \$24.95 monthly high risk fee.

Internal Use below:

Zendesk #: _____

Risk Approved

Support Approved

Pin Debit: STAR & NYCE Fees may apply

Implemented by: Signature: _____ Date: _____

Print Name: _____

Supervisor Signature: _____ Date: _____

Print Name: _____