



**TRANSFIRST**

371 Centennial Pkwy, Louisville, CO 80027

**Merchant Change Form  
(ACCOUNT REINSTATEMENT)**

Merchant ID #: \_\_\_\_\_

Short Name: \_\_\_\_\_

Check all that apply:

- ADDRESS CHANGE
  - NAME CHANGE
  - ACH CHANGE\*\$25.00 FEE
  - RATE CHANGE. Effective Date\*\*: \_\_\_\_\_
  - REACTIVATION\*\$10.00 FEE (voided check required)
- \*\* (IF NO DATE LISTED, WILL ASSUME THE 1<sup>ST</sup> OF THE FOLLOWING MONTH)

Legal Bus. Name of Applicant \_\_\_\_\_ DBA Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (No PO Boxes)

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Contact Name \_\_\_\_\_ Business Hours \_\_\_\_\_

Fed. Tax ID # (EIN) \_\_\_\_\_ Length Owned \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Seasonal?  Yes Months Open \_\_\_\_\_

Type of entity:  Proprietorship  Corporation  LLC  Gen Partnership  Ltd. Partnership  Other \_\_\_\_\_

**AUTHORIZATION FOR AUTOMATIC FUNDS TRANSFER (ACH):** The Merchant Bank is authorized to initiate or transmit automatic credit and/or debit entries to the account identified in the **attached voided check** relating to the following account:

BANK NAME \_\_\_\_\_ ROUTING # \_\_\_\_\_ ACCT # \_\_\_\_\_

**(ATTACH A VOIDED CHECK)**

**PRICING (List only those fees that are changing and/or being added)**

Discount Rate % \_\_\_\_\_ Per Item \$ \_\_\_\_\_  Retail  MOPO  TTC Monthly Minimum Discount \$ \_\_\_\_\_

100% Interchange and Assessments  100% Interchange (No Assessments) Monthly service fee \$ \_\_\_\_\_ Start Date \_\_\_\_\_

Network trans V/MC/DINER/JCB/ELEET\$ \_\_\_\_\_ Network trans V/MC/DISC6 \_\_\_\_\_ Network trans AMEX\$ \_\_\_\_\_

Voice Auth \$ \_\_\_\_\_ PL Auth \$ \_\_\_\_\_ Monthly service fee \$ \_\_\_\_\_

**Non-Qualified Surcharges:** All Visa/MasterCard/Discover interchange downgrades are passed thru. Cross border international transaction assessments/program surcharges/Network assessments/Tagging/AMEX/US/CP/retail processing/APP/and/US/CP/retail processing/II and kilobyte fees may apply.

Non-Qualified Surcharge Differential + \_\_\_\_\_  with Qualified Rewards at pass thru and Check Card Rebates at Full difference

Non-Qualified Surcharge Differential + \_\_\_\_\_  with Qualified Rewards at pass thru and Check Card Rebates at \_\_\_\_\_ %

Miscellaneous Fees: PIN-Debit Per Item Fee \$ \_\_\_\_\_ PIN-Debit Monthly Fee \$ \_\_\_\_\_ PIN-Debit Application Fee \$ \_\_\_\_\_ EBT Per Item Fee \$ \_\_\_\_\_

Transaction Central (TC) Set-up Fee \$ \_\_\_\_\_ TC Monthly Fee \$ \_\_\_\_\_ TC Plus Per Item Fee \$ \_\_\_\_\_

Wireless Set-up Fee \$ \_\_\_\_\_ Wireless Monthly Fee \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

**AMEX Fees disclosed in the section below are billed by American Express**

American Express (AMEX) Discount Rate \_\_\_\_\_ % or Monthly Flat Fee \$ \_\_\_\_\_  Monthly Gross Pay  Daily Gross Pay

Retail \$0.10 Trans Fee + .30% CNP Downgrade OR  Services, Wholesale and All other \$0.15 trans fee

Amex Pay Frequency  3-Day  5-Day  30-Day Annual AMEX Charge Volume \$ \_\_\_\_\_ Avg AMEX Ticket \$ \_\_\_\_\_

The undersigned certify and affirm, under penalty of perjury, that all changes and/or instructions contained herein have been fully authorized and approved by the Board of Directors or other managing body or person of the Merchant.

**SIGNATURES**

Merchant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Guarantor \_\_\_\_\_ Date \_\_\_\_\_

**TransFirst Use Only:** Completed By/Date: \_\_\_\_\_ / \_\_\_\_\_

**NO RATE CHANGES  
USE EXISTING RATES  
FROM CLOSED ACCOUNT**