

# Change Request Change of Address

## Why Use This Form?

Please use this form if you wish to request a change in trading and or mailing address. If this relates to any changes to the legal entity or change in ownership, please contact us on 13 11 55.

## 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.

## Change of Merchant Trading / Mailing Address

### Site Address of Terminal

Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	Postcode
<b>New Contact Numbers</b> (including area code)	Site <input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

### Postal Address for Statement

Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	Postcode
Contact Name (must be signatory to this facility)	<input type="text"/>		

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

I/we agree that the execution of this form, and the communication of that execution, by electronic means, including through the DocuSign system and via emails sent from an email address designated by me as the address for communications, is legally binding on me/us even if not authorised. I/we agree to immediately notify the Bank of any changes to my/our email address.

Signature	<input type="text"/>
Date:	<input type="text" value="DD / MM / YYYY"/>
Name:	<input type="text"/>
Signature	<input type="text"/>
Date:	<input type="text" value="DD / MM / YYYY"/>
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](mailto:MerchantServices@suncorp.com.au)  
Mail to: Suncorp Bank (4RE007)  
GPO Box 1453  
Brisbane QLD 4001