

## New Merchant Notification

A Merchant can only be accepted if the following is completed in its entirety

1. Virtual PSP (If appropriate, otherwise leave blank)	Name: Contact: Date:
2. Merchant We will not contact the merchant directly. This information will only be used to cross check set-up information with the bank	Company Name: Address:  Post Code: Contact Name: Contact Telephone:
3. Merchant's Acquiring Bank (Merchant Services Company) for Visa/MasterCard	
4. Merchant's Acquiring Bank (Merchant Services Company) for Switch Only complete your Acquirer uses different Merchant Numbers for Visa/MasterCard and Switch	
5. Electronic (Internet) Merchant Number for Visa/MasterCard	
6. Electronic (Internet) Merchant Number for Switch Only complete if the Merchant's Acquirer uses different Merchant Numbers for Visa/MasterCard and Switch	
7. Merchant's Bank Details for the Credit/Debit of Transactions	Sort Code: Account Number: Bank Name: Bank Address:
8. Target Live Date	

Email the completed form to us **or** print the document and post to: Internet Services, Universal Payment Gateway, Tame Valley Industrial Estate, Tamworth, Staffs B77 5DQ or fax to: 01827 265 006

**For UPG internal use only**

System Merchant Number for Visa/MasterCard To be completed by UPG		TID:	
System Merchant Number for Switch – If different To be completed by UPG		TID:	
Extranet Access Details To be completed by UPG			