

## MERCHANT REQUEST TO ADD CARD TYPE

Date: \_\_\_\_\_ Masterfile Maint./MSP Support  
Please complete and sign below, then 7300 Chapman Hwy.  
Fax to: 865-579-9663 Knoxville, TN 37920-6612

I hereby request that the following card types be added to the merchant processing account for the business indicated below. I understand that by requesting the ability to accept these card types through my POS device, I am responsible for any errors that may occur as a result of incorrect card type merchant numbers entered by me below. I am also responsible for all authorization fees (if applicable) to be billed on the monthly statement. I further understand that the card companies will pay me for these transactions and collect any fees directly from my account. I acknowledge that NOVA is not liable for any billing or payment errors made by the card companies in the processing of these transactions.

I, x \_\_\_\_\_ certify that I am the owner (if privately owned) or the authorized officer (if incorporated), and have the authorization to make adjustments to this account.

Xsignature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Name of Business: \_\_\_\_\_  
Merchant ID#: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Email address: \_\_\_\_\_ Sales Rep#: \_\_\_\_\_

### Please complete card type merchant numbers (SE #'s) to be added:

	<u>Auth Fee</u>	<u>Auth Fee</u>
Discover: 60110 _____	_____	Amex: _____
Diners/Carte Blanche: _____	_____	JCB: _____