

Bank Affiliation Change Form

Instructions for Submitting this form: Please complete this form, along with the Gift Card Setup Form and applicable GiftCard Additional Location Forms as necessary and attach to the **(Merchant Service Center)** work order for processing. (The Merchant Account should be boarded prior to the Bank Affiliation Change Form Request).

Questions: regarding submission of a MSC work order can be addressed by your channels' support representative (ie. Sales Central, CE, RBD, etc.)

When to use this form: If a merchant's standard gift card program is powered through First Data, it is possible to link a new bank affiliate program powered by First Data with the existing gift card program(FDC Premium Gift Clients and other Provider's GC programs do not qualify to use this form). The following information is required for this change to be implemented.

PLEASE NOTE: This procedure could take as long as 5 business days.

Merchant Legal Name: _____

Merchant DBA: _____

Merchant ID: _____

Merchant Credit Card ID (Alt MID): _____

Existing Gift Card Number: _____

Merchant Email Address: _____
(for notification of process completion)

Requestor's Contact Information:

Name: _____

Email: _____

Telephone: _____