

# Merchant Surcharge – Acquirer Notification Form

**Merchant Information** Complete and Fax to 1-563-359-0480 or email to: support@trisourcesolutions.com.

Business Legal Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

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

Principal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Sales Channels:  Retail  eCommerce  Mail Order  Telephone Order

Surcharging:  All Credit Cards or  Specific Credit Products

Payment Card Brands Accepted:  Visa  MasterCard  Discover  American Express  JCB  PayPal

## Other Merchant Location(s) Information

List the number of merchant locations you wish to register: \_\_\_\_\_

## Notification to Payment Card Brands

Date that merchant notified the Payment Card Brands of intent to surcharge: \_\_\_\_\_

## Processor Information

Processor Name: **TriSource Solutions, LLC**

Processor Phone: **1-800-697-0480**

Processor Email: **support@trisourcesolutions.com**

Processor Fax: **1-563-359-0480**

Date form submitted: \_\_\_\_\_

***I have read and understand the surcharging rules from the Payment Card Brands found on page 2.***

Merchant Principal Signature: \_\_\_\_\_

*NOTE: If this application involves surcharging at the brand level, the surcharging must be applied to all card types in a non-discriminatory manner.*

# Surcharging Rules

1. Merchants are **required** to notify each payment card brand at least 30 days prior to surcharging any cardholders. Please visit the web addresses below to complete the registration for Visa and MasterCard and review a complete set of rules, guidelines and Frequently Asked Questions.

**[www.visa.com/merchantsurcharging](http://www.visa.com/merchantsurcharging)**

**[www.mastercard.us/merchants/support/surcharge-rules.html](http://www.mastercard.us/merchants/support/surcharge-rules.html)**

2. Merchants **must notify** the acquirer by completing the form on reverse side.
3. Disclosures of surcharge **must** be displayed near the check out area or online if the merchant is ecommerce, **and** displayed on cardholder's receipt. Surcharges **must be a separate line item** on the receipt and included in the transaction total.
4. Only credit transactions may be surcharged. DO NOT surcharge any debit, prepay, or check cards.
5. Merchants cannot charge cardholders more than the merchant is charged. The maximum cap which can be charged is 4% even if the merchant is paying more than 4%. *(This would include interchange rate and per item fees, any fees associated with the acceptance of the network brand and the processing of the transaction and processing fees imposed by the acquirer.)*
6. Surcharges must be refunded if a sale is returned. A partial refund of surcharge must be returned if a partial refund occurs.
7. Merchants in the following states are **NOT** allowed to impose a surcharge: California, Colorado, Connecticut, Florida, Kansas, Maine, Massachusetts, New York, Oklahoma and Texas.

Additional information can be found at **[www.paymentcardsettlement.com](http://www.paymentcardsettlement.com)**.

*See other side for the form required to notify the acquirer through your processor.*