



Transmittal Instructions

To: _____
D/B/A: _____
MID: _____
FAX: _____
Date: _____
From: _____, Merchant Services Network Help Desk
RE: Completion of Form: **“Addition of Service Amendment”**

- 1. The authorized signer of record for this merchant account must sign this form.**
- The Sales Department will contact the merchant to assist with adding the services, and assigning the fees involved.
- Completion of this amendment may affect the recurring fees charged to the merchant.
- Once completed, please fax to our Modification Department:
1-561-798-5544.
A faxed document is sufficient to add services.
- Ancillary Services, such as American Express, Discover, or Check Service, may require a partial download to your credit card equipment, or they may require additional equipment, so you may be contacted by our Tech Department.

Additional Contact Information:

American Express:	1-800-528-5200	Valutec Gift Cards:	1-888-381-8258
Discover:	1-800-347-2000	LCG Leasing:	1-708-364-1540
Diners Club:	1-800-525-7376	CIT Leasing:	1-312-424-9700
Convert-a-Check	1-888-481-0757	MBF Leasing:	1-630-654-1200
JCB:	1-800-366-4522		

CONFIDENTIALITY STATEMENT

This electronic message transmission (including any attachments) contains information from the corporate offices of Merchant Services Network and is privileged and confidential. The information is intended only for the use of the person(s) or entity named above. If you are not an intended recipient of this message, you are hereby notified that any disclosure, copying, distribution, use of, or any other action based on the contents of this message is strictly prohibited and may be unlawful. If you received this electronic transmission in error, please notify us by telephone at (888) 668-2650 immediately and permanently delete it from your system. Thank you.

Addition of Service Amendment

D/B/A: _____

MID: _____

Requested Service	Merchant Identification Number Description	Service Setup Fee	Monthly Recurring Fee	Per-Transaction Fee
<input type="checkbox"/> American Express	<input type="checkbox"/> New <input type="checkbox"/> Existing MID:			
<input type="checkbox"/> Discover Card	<input type="checkbox"/> New <input type="checkbox"/> Existing MID:			
<input type="checkbox"/> Diners Club	<input type="checkbox"/> New <input type="checkbox"/> Existing MID:			
<input type="checkbox"/> JCB	<input type="checkbox"/> N/A <input type="checkbox"/> Existing MID:			
<input type="checkbox"/> Internet Payment Gateway				
<input type="checkbox"/> Merchant Benefits Package	<input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>			
<input type="checkbox"/> Online Reporting Access				
<input type="checkbox"/> Wireless Access Service	Provider:			
<input type="checkbox"/> PIN Debit	Debit Acquirer Network Fees Passed Through			
<input type="checkbox"/> EBT	FSN# _____			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

<input type="checkbox"/> Electronic Gift/ Loyalty Card	Requires Additional Paperwork
<input type="checkbox"/> Convert-A-Check	Requires Additional Paperwork

MERCHANT ACCEPTANCE & TERMS

This Amendment by and between Merchant Services Network (MSN), First National Bank of Omaha (FNBO) and MERCHANT, as named above, shall take effect on the date indicated below. Whereas FNBO and MERCHANT are PARTIES to a Merchant Transaction Processing Agreement of a certain date (AGREEMENT) under which FNBO receives specified transactions from MERCHANT. FNBO processes such on behalf of MERCHANT subject to the Terms and Conditions more fully set out in the AGREEMENT; and Whereas MERCHANT desires to change certain portions of the AGREEMENT to more accurately reflect the actual circumstances of its BUSINESS. NOW THEREFORE, the PARTIES hereby agree as follows:

1. Terms herein in all capitalized letters which are not otherwise defined herein shall have the same meaning as set out in the AGREEMENT.
2. The PARTIES agree that this AMENDMENT is controlled by the Terms & Conditions contained in the AGREEMENT.
3. MERCHANT wishes to amend AGREEMENT as to what services are being accepted
4. The addition of services can take up to two weeks to complete. MERCHANT will be notified by MSN when completed.
5. When completed, this AMENDMENT will become a part of the AGREEMENT, and together, they will constitute the entire AGREEMENT between the PARTIES and supersede the prior AGREEMENT. No agent, employee, or representative of either PARTY has any authority to bind such PARTY to any affirmation, representation, or warranty unless such is specifically included within this written AMENDMENT or the AGREEMENT.
6. Except as amended hereby, the PARTIES affirm the obligation of each are contained in the AGREEMENT.

 Signature of Authorized Signer

 Authorized Signer's Social Security Number

 Date

 Printed Name of Authorized Signer

 Title

 Phone Number

FOR INTERNAL USE ONLY

 Addition
 Reviewed By:

 Date
 Reviewed:

 Addition
 Initiated By:

 Date
 Initiated:

 Addition
 Completed By:

 Date
 Completed:

 System
 Accounting
 Tech
 Master Database
 MMI
 Wireless
 Payment Gateway
 Sales Rep.