

## Bank Affiliation Change Form\*\*

Please forward this form with the completed **Gift Card Application forms**.  
**It is MANDATORY a new application and setup form be completed.**

If a merchant 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. The following information is required for this change to be implemented.

**PLEASE NOTE: This procedure could take as long as 10 business days.**

By signing this form, I represent that I am a duly authorized representative of \_\_\_\_\_ [COMPANY NAME] and I hereby request and authorize the FDMS Gift Card to change my gift card program to be sponsored by \_\_\_\_\_ [BANK].

Merchant Legal Name: \_\_\_\_\_

Merchant DBA: \_\_\_\_\_

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

Merchant Credit Card ID (Alt ID): \_\_\_\_\_

Existing Gift Card Number: \_\_\_\_\_

Promo Number: \_\_\_\_\_

Merchant Email Address: \_\_\_\_\_

(for notification of process completion)

Client's Business Principal:

X \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CHANGE IN CHANNEL AFFILIATION**

**No Change in Merchant Ownership**

- 1) If FDMS owns the Gift Card contract through a referral arrangement (RSAG) with the two different bank affiliates, the change in affiliation should be treated as an additional location with the same set-up form requirements.
- 2) If merchant switches channels (RSAG to ABC,)
  - a) It is the responsibility of the Merchant to contact original channel to advise of the proposed change. Contractual obligations do apply.
  - b) Original channel must review termination clauses of the MPA and determine if any or all contract termination fees apply.
    - i) Any applicable fees would be the responsibility of the merchant.
  - c) New set up form prepared and signed with new costs determined and new GC agreements executed by new channel.
    - i) The check box for "Additional Information Attached" is checked at the top of the set up form indicating the inclusion of the Change in Merchant Affiliation Form
    - ii) The check box for "Other" is checked at the top of the set up form
    - iii) Notation of "Change in Affiliation" is made either at the top of the form if space allows or in the Comments section at the end of page two.
    - iv) Forms submitted through the standard process.
  - d) Change in Merchant Affiliation Form\*\* is completed and forwarded with the set up form. Information required are
    1. Gift Card MID's
    2. Alt MID's/Location numbers
    3. Existing GC Number
    4. Promo Number
- 3) After the set up form has been processed with AIS and FD Gift Card Production, FDGC Production will make the adjustments in VLBC to affect the change. Please note this may take up to ten business days.
- 4) Merchant reporting will show both old and new information but in separate sections of the report.
  - a) In My Merchant View, the new channel/affiliate will only be able to view the data for the merchant after the change.
- 5) If involved in the ACH settlement program, the owner must remain affiliated with the program host in order to participate in the corporate program.
- 6) If a Corporate program with an ACH settlement program wishes to change affiliates, it will require that a project be opened for a complete conversion of the corporate and franchise locations. This is an extensive process and it is the responsibility of the new channel to prepare, submit, and pay for the project.