Dear Sir or Madam,

**IMPORTANT REQUEST – [INSERT ORGANISATION NAME] – new merchant numbers.**

Further to the account that we hold with you [INSERT MERCHANT NUMBER] we require three new merchant numbers, to be used with SagePay as a payment service provider.

These merchant numbers will be based at [INSERT ADDRESS].

* 1 new merchant number for E-commerce (online transactions).
* 1 new merchant number for MOTO (phone transactions).
* 1 new merchant number for EPOS (chip & PIN payments).
* 1 new merchant number for Continuous Authority [DELETE IF NOT REQUIRED].

The EPOS merchant number will be used with a **virtual terminal**, using integrated chip & PIN machines, and we will not be using the bank’s PDQ payment service.

Please ensure that these merchant numbers are linked to our bank account held with [INSERT BANK NAME]:

* Sort code: [INSERT SORT CODE].
* Account number: [INSERT ACCOUNT NUMBER].
* Account name: [INSERT ACCOUNT NAME].

If you have any queries about this request, please contact [INSERT NAME AND EMAIL/PHONE CONTACT] in the first instance.

Yours faithfully,