

# Surcharge Set up Process (Rep copy)

Merchant must only use Clover equipment to process Surcharge

## New Merchant Account for Surcharge

Documents needed:

1. Application Coversheet
2. North Surcharge MPA
3. North Confirmation Page
4. North Clover TA Addendum (Only Clover equipment accepted for Surcharge)
5. Surcharge Addendum
6. Voided Check (from the merchant)
7. Equipment Auth Agreement (ACH) if applicable

Turn all paperwork in to Streamline.

Watch StreamView for completion of app.

## Existing Fiserv Merchants moving to Surcharge

Merchant is on Omaha platform

Must submit new surcharge application on North. (See steps above.)

Merchant is on North platform

*Surcharge will be turned on the first of the month if merchant is currently processing.*

Documents needed:

1. Surcharge Addendum
2. Clover Platform Pricing Form
3. North Clover TA Addendum (if applicable)
4. Equipment Auth Agreement (ACH) if applicable

Turn all paperwork in to Streamline.

Watch StreamView maintenance for completion of Surcharge ticket.