

# **ATM PROCESSING CONVERSION AGREEMENT** **INSTRUCTIONS**

THIS FORM IS USED WHEN AN ATM OWNER HAS A TERMINAL PROCESSING WITH ANOTHER COMPANY AND WANTS AUTOMATED ATM SOLUTIONS TO PROCESS THE ATM INSTEAD. IT IS **MANDATORY** THAT THE ATM OWNER IS NOT UNDER CONTRACTUAL OBLIGATIONS WITH THE CURRENT PROCESSOR.

1. **Enter the date: day, month, year**
2. **Enter the name of the owner of the ATM**
3. **Enter Name and address of the site where the ATM is located**
4. **Merchant must read and agree with bullets 1-3 before signing**
5. **The Owner must sign under the 'OWNER' heading**
6. **Print Owner's name**
7. **Enter the date the date the form is signed**
8. **Print the name of the location**

## **FILE CAN NOT BE SET-UP UNTIL WE ALSO RECEIVE:**

1. **Equipment Processing Agreement,**
2. **Terminal Set-Up Sheet**
3. **W-9 form and**
4. **A VOIDED, PREPRINTED CHECK OR A BANK LETTER ON BANK LETTERHEAD. If we do not receive the check or bank letter we cannot set-up your ATM to process.**