



CONVERSION BONUS REQUEST FORM

Date: _____

Agent/Office Name: _____

Merchant Name: _____

Current Processor: _____

Yes, I have included 3 CURRENT*, COMPLETE** merchant processing statements.

Agent/Office Signature: _____

EMP office use only

Merchant Number: _____

Relationship Manager: _____

Approval Date: _____

BONUS AMOUNT:

Approved by: _____

*Current = 3 months most recent / ** Complete = **ALL** pages of each statement

Please note: Failure to submit this form and 3 current complete statements at the time of merchant application submission, *may* disqualify the agent from receiving a conversion bonus. Agents can expect approved bonuses to be paid with the residual for the corresponding month *unless part of a special promotion*. Example: (Conversion's signed in October will be paid with October residual).

Account must be APPROVED in order to receive bonus.

Note: In the event the merchant cancels for any reason within 6 months of approval, the paid conversion bonus will be charged back to the agent.

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