point&pay

Change Request Form

Requestor Name:	Carina Boyd
Request Date:	9/28/2021
Current Partner Name:	Village of Poplar Grove, IL
Current Partner ID:	7871

Section A. Select the Change Type (Mark with a X)

Change Partner Name		**Complete (Section C)**
Deactivate Partner		
Add New Office		
Modify Existing Office	Yes	
Add/Remove Payment Method		
Add/Remove Channels	Yes	
Change Custom Data Element		
Change/Add Software Vendor		
Other		
Change Credit Card Fees		**Complete (PnP Fee Doc)**
Change E-Check Fees		
Other Fee Changes (Tiered, Interchange)		
Change Product Name		**Complete (Section B)**
Change Product Classification (MCC)		
Add New Product		
Deactivate Product		

Section B. Enter below the name of the product(s) to which this change request applies. If adding a new product, put "New" for the product code.

Product Name	Product Code	MCC Code	Channel
			☐PNP COUNTER ☐PNP WEB ☐PNP IVR ☐Other POS ☐Other Web ☑BillPay
			☐PNP COUNTER ☐PNP WEB ☐PNP IVR ☐Other POS ☐Other Web ☑BillPay
Utility Billing			☐PNP COUNTER ☐PNP WEB ☐PNP IVR ☐Other POS ☐Other Web ☑BillPay
			☐PNP COUNTER ☐PNP WEB ☐PNP IVR ☐Other POS ☐Other Web ☐BillPay
			☐PNP COUNTER ☐PNP WEB ☐PNP IVR ☐Other POS ☐Other Web ☐BillPay
			☐PNP COUNTER ☐PNP WEB ☐PNP IVR ☐Other POS ☐Other Web ☐BillPay

Section C. Describe Changes Requested:

Note: If new Software Partner, please include the contact information.

Client would like to upgrade to BS&A BillPay

CLIENT NAME: _____

TITLE: _____

SIGNATURE: _____