



Retail Lockbox Merchant Services, LLC
PO Box 84451
Seattle, WA 98124
206-624-2871

Change Request Form

City of Tenino Change Request #CoT001

Description

Paystation® Billing Model Update

June 3, 2020

John Millard
City of Tenino
149 Hodgden Street S
Tenino, WA 98589

Dear Mr. Millard,

Please use this change request form as an Addendum to your Agreement. This Addendum provides for the following modifications to your services and corresponding fees as listed under Attachment A of this document.

- Retail Lockbox Merchant Services will change the City of Tenino’s Paystation® billing model to a Service Fee model that is 100% paid by City of Tenino customers.
- All ACH and merchant fees will be paid directly to Retail Lockbox Merchant Services and all credit card and debit card merchant fees including any monthly fees and annual charges will be paid directly by Retail Lockbox Merchant Services.
- City of Tenino will need to complete a USIO Merchant Accountant application, to be provided by Retail Lockbox Merchant Services.

The terms defined in the original Agreement, which are used herein, shall have the same meaning and duration except as stipulated in this form.

Attachment A

Pricing for change(s) to Lockbox Processing Services and Corresponding Fees

Paystation® ACH/E-Check Transactions	\$ 1.25 per transaction
Credit Card/Debit Card Transactions	2.95% per transaction

City of Tenino

Retail Lockbox Merchant Services, LLC

Sign: _____

Sign: _____

Print: _____

Print: Craig Dawson

Date: _____

Date: _____

Title: _____

Title: President

Address:
149 Hodgden Street S
Tenino, WA 98589

Address:
PO Box 84451
Seattle, WA 98124