



Manual Transaction Capture

Merchant

Contract no. _____

Contact person _____ First name _____ Last name _____ Function _____
 Ms. Mr. Phone _____ E-Mail _____ Fax _____

Credit cards

Credit/reversal Debit (not possible for UnionPay cards)

Transaction date	Card brand	Card number (last four digits)	Authorization code	Currency	Original amount	Amount to be captured
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

TWINT

Credit

Transaction date and time	Card number (last four digits)	Authorization code	Original amount	Amount to be captured
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

A credit may only be carried out in favor of the cardholder/TWINT user whose card/account was originally debited during the transaction. Furthermore a credit may only be carried out in relation to a debit previously settled and may not exceed the original amount.

Manually captured transactions are generally reimbursed under reserve. SIX Payment Services is entitled without further ado to refuse to reimburse the Merchant or demand the repayment of a previously made reimbursement at any time, e.g. on the basis of a chargeback initiated by the cardholder/TWINT user or the respective issuer.

Date and place	Signature(s) of the Merchant's legal representative(s) *
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* First and last name(s) in block letters _____

Please submit the form as follows:

Switzerland
Fax: 0848 83 2111
customerservice.ch@six-payment-services.com
 SIX Payment Services
 Customer Care Switzerland
 Hardturmstrasse 21, P.O. Box
 CH-8021 Zurich

Germany/rest of Europe
Fax Germany: +352 20 880 228
Fax rest of Europe: +49 69 95 932 2726
info.cwe@six-payment-services.com
 SIX Payment Services, Merchant Service Int.
 Hardturmstrasse 21, P.O. Box
 CH-8021 Zurich

Austria
Fax: +43 1 71701 3460
merchantsetup.austria@six-group.com
 SIX Payment Services
 Merchant Setup Austria
 Marxergasse 1B
 A-1030 Wien

Your local point of contact can be found at: www.six-payment-services.com/contact

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