



Manual Transaction Capture

Merchant

Contract no. []

Contact person
 Ms. Mr.

First name _____ Last name _____ Function _____
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 Manual-Transactions@six-payment-services.com SIX Payment Services Customer Care Switzerland Hardturmstrasse 201, 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 201, 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
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Your local point of contact can be found at: www.six-payment-services.com/contact

SIX Payment Services Ltd Hardturmstrasse 201 8005 Zurich Switzerland	SIX Payment Services (Europe) S.A. 10, rue Gabriel Lippmann 5365 Munsbach Luxembourg	SIX Payment Services (Austria) GmbH Marxergasse 1B 1030 Vienna Austria
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