Manual transaction entry

PostFinance

1. Contractual partner

Contract partner _____

Merchant ID / terminal ID _____

Contact person

Ms ___ Mr ___

First name _____

Last name _____

Function _____

Telephone _____

E-mail _____

2. Credit card

Credit/cancellation ___ Subsequent data entry (not possible with UnionPay cards) ___

Transaction date	Card type	Card number (last 4 digits)	Authorization code	Original amount	Amount to be entered
_____	_____	_____	_____	CHF _____	_____
_____	_____	_____	_____	CHF _____	_____
_____	_____	_____	_____	CHF _____	_____
_____	_____	_____	_____	CHF _____	_____

3. TWINT

Credit ___

Transaction date and time	Card number (last 4 digits)	Authorization code	Original amount	Amount to be credited
_____	_____	_____	CHF _____	CHF _____
_____	_____	_____	CHF _____	CHF _____
_____	_____	_____	CHF _____	CHF _____
_____	_____	_____	CHF _____	CHF _____

A credit can be issued only to the cardholder/TWINT user on whose card/account the original transaction was made. Furthermore, a credit can be made only against a previously settled debit and cannot exceed the original amount.
Manually entered transactions are generally settled under reserve. PostFinance is entitled at any time to refuse payment to the contractual partner or to reclaim payments already made – for example, due to a chargeback by the cardholder/TWINT user or the corresponding issuer.

4. Signature(s) of legally binding representative(s) of contractual partner

Place _____

Place _____

Date _____

Date _____

Signature

Signature

Last name [1] _____

Last name [1] _____

First name [1] _____

First name [1] _____

[1] Last name and first name in block capitals

Please send the form to: PostFinance Ltd, Acquiring Services, Mingerstrasse 20, 3030 Bern or aqs@postfinance.ch

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