MERCHANT REQUEST FOR ADJUSTMENT
For Debit Transactions

BDO

Date
_____

Merchant Name
_____

Merchant Address
_____

Primary Mobile Number (+63)	Secondary Mobile Number (+63)	Landline Number (+63)	Debit Terminal Number

This will authorize BDO to deduct the amount indicated below from my Debit/Credit* settlement transactions or from any BDO Debit account proceeds:

* Applicable to Merchants with Credit Card Transactions

Transaction Details

Amount for Reversal (Amount to be returned to the cardholder)   Php

Transacted Amount (Amount transacted on the POS terminal)   Php

Correct Amount (Actual amount of item/service)   Php

Transaction Date

Time

Cardholder's Name (Optional)

Card Number

Receipt Number (POS IST Activity Report / Trace or Invoice on the Charge Slip)

Reason for Adjustment

☐ Multiple Debit	☐ Used other Card	☐ Transacted on other POS Terminal
☐ Overcharged	☐ Returned Item/Service	☐ Incorrect Transacted Amount
☐ Paid in Cash	☐ POS Terminal Error	☐ POS No Receipt Generated

Notes:
- Only completely filled out <u>Transaction Details</u> with selected Reason for Adjustment will be processed.
- Any erasures/changes must be countersigned by the Authorized Signatory. Please refer to your Secretary's Certificate for the list of your Authorized Signatories.
- Please email fully accomplished form to the BDO Merchant Services Unit at **merchantsvcs@bdo.com.ph.**

_____   _____
Authorized Signatory   Designation / Position
Signature Over Printed Name / Date

For concerns or inquiries, contact BDO Merchant Services at (02) 8702-6900 (PLDT) | (02) 7909-6900 (GLOBE) or email merchantsvcs@bdo.com.ph.
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