

## Notification of Intent to Surcharge

Certified Mail:  
Visa  
P.O. Box 65446  
Potomac Falls, VA  
20615

DBA EIN # of Locations	Processor
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I am writing to formally notify you of our companies intent to implement a surcharge on credit card transactions through eCommerce, Retail and Phone transactions. This surcharge is intended to recover the costs associated with credit card processing fees. In accordance with your guidelines and requirements, this letter serves as our 30-day notice prior to the commencement of the surcharge.

Our company is committed to transparency and compliance with all applicable rules and regulations governing credit card transactions, including the clear disclosure of any surcharges to our customers. We understand the importance of maintaining the integrity of the payment system and ensuring a positive experience for cardholders. To this end, we outline our approach as follows:

**Surcharge Implementation Date:** We plan to begin applying the surcharge on which is 30 days from the date of this letter.

**Surcharge Rate:** The surcharge will not exceed the cost of the credit card transaction fees imposed on us, in compliance with your posted guidelines.

**Disclosure:** We will provide clear and conspicuous disclosure of the surcharge at the point of entry, point of sale, and on every receipt, in line with industry requirements.

**Training:** Our staff will be thoroughly trained to understand and communicate our surcharging policy to ensure cardholders are well informed.

**Customer Service:** A dedicated line of communication will be established for customers to address any queries or concerns related to the surcharge.

We assure you that our company will adhere strictly to industry surcharging rules, including but not limited to the amount, disclosure, and communication requirements. We believe that implementing this surcharge is necessary for our business to continue providing exceptional value and service to our customers while covering the costs associated with accepting credit cards.

Please do not hesitate to contact us at the address provided, should you require any further information, clarification, or documentation regarding our surcharging policy. We appreciate your attention to this matter and look forward to your acknowledgment of this notification.

Thank you for your understanding and cooperation.

Sincerely,

# AiMasterminds

DO NOT COPY

*Proprietary and confidential*  
2024

## Notification of Intent to Surcharge

Certified Mail:  
Mastercard  
2000 Purchase Street  
Purchase, NY  
10577

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## Notification of Intent to Surcharge

Certified Mail:  
Discover  
P.O. Box 30416  
Salt Lake City, UT  
84130

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## Notification of Intent to Surcharge

Certified Mail:  
Helcim  
701 5Th Ave.  
Suite 4200  
Seattle, WA  
98104

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