

Sample letter: Cost Comparison for credit card processing with CU*Answers and FIS

Date

Geoff Johnson
CU*Answers
6000 28th Street SE, Suite 100
Grand Rapids, MI 49546

Geoff,

We would like to conduct an analysis of bringing our credit card processing in house and moving to EFT (pass-through) processing with FIS and CU*Answers. We are a current credit card processing client of _____ and would like to request a conversion date of _____ for a potential move to pass-through processing and understand we will need to sign a new contract and provide a letter of intent at least 6 months ahead of this requested date. The date will be confirmed by FIS based on the current conversion schedule (Please note that certain items can have an impact on the time schedule including but not limited to whether you own your own BIN or not, if you do not own your own BIN the conversion will require the reissuing of all plastics prior to conversion).

We DO _____ Do NOT _____ own our own BIN's

I have included a copy of our current credit and debit card processing invoice. We have _____ credit card accounts and _____ signature debit card accounts. We request a pricing analysis of the cost to move to EFT (pass-through) processing, in addition to any other one-time FIS costs.

Sincerely,

Name
Title
Contact information
Address
Phone Number
Email
Date

*When you have had a chance to complete this and gather the statement information please forward it to the address noted above so we may complete the cost analysis for you and then schedule a follow call to discuss any questions you may have.