



Together business

How to add a new merchant ID number to your payment gateway

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This procedure gives guidance on what information is required to add a merchant ID number to your payment gateway if you have a Sage Pay account. If you have a Realex account you will need to contact Realex directly to set this up.

- Submit the following to SK Chase:
 - Vendor Name
 - Current Merchant Account
 - Merchant Number
 - Company Number
(RBS streamline customers only)
 - Account type(s)
 - Acquiring Currency
 - Merchant Bank

- If the following details are to remain the same you do NOT need to submit them:
 - Bank
 - Account Number
 - Sort Code
 - Settling Currency

Please Note: The merchant account addition process can take up to 7 working days to complete once with Sage Pay. A request will be sent to your new merchant bank to confirm the new merchant account details. These details can be rejected by your bank and if this is the case Sage Pay will advise you of the next steps.