

# Manual Transaction Capture

Please submit to:  
E-mail: [customerservices@worldline.com](mailto:customerservices@worldline.com)  
For e-commerce: [cs.ecom@worldline.com](mailto:cs.ecom@worldline.com)

## Merchant

\_\_\_\_\_ Contract no. [ | | | | | | | | | | ]

Contact person  Ms.  Mr. First name \_\_\_\_\_ Last name \_\_\_\_\_ Function \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## Credit cards

Credit/reversal  Debit (not possible for UnionPay cards)

Transaction date	Card brand	Card number (last four digits)	Authorization code	Currency	Original amount	Amount to be captured
_____	_____	[                     ]	_____	_____	_____	_____
_____	_____	[                     ]	_____	_____	_____	_____
_____	_____	[                     ]	_____	_____	_____	_____
_____	_____	[                     ]	_____	_____	_____	_____

A credit may only be carried out in favor of the cardholder whose card was originally debited during the transaction. Furthermore a credit may only be carried out in relation to a debit previously settled and may not exceed the original amount.

Manually captured transactions are generally reimbursed under reserve. Worldline Financial Services (Europe) S.A. is entitled without further ado to refuse to reimburse the Merchant or demand the repayment of a previously made reimbursement at any time, e.g. on the basis of a chargeback initiated by the cardholder or the respective issuer.

Date and place \_\_\_\_\_

Signature(s) of the Merchant's legal representative(s) \* \_\_\_\_\_

\* First and last name(s) in block letters \_\_\_\_\_

116.1789.02 EU\_EN/07.2023