

[LEGACY PAYMENT GATEWAY/PROCESSOR],

[MERCHANT NAME] is requesting that [PROCESSOR] provide all saved credit card and ACH account data from our merchant [MERCHANT NAME]. Please transfer tokens and information from your vault to the vault of our new payment processor, BluePay, to allow [MERCHANT NAME (S)] to continue to process our customers' active recurring payment streams without interruption when we open our merchant account with BluePay.

We request that you provide BluePay a CSV file containing all stored credit card and ACH data. The file will be encrypted with a key we will agree upon. BluePay, upon receipt of the file, will load the account data into the BluePay token vault, and destroy the file.

You may send the file to BluePay's secure FTP site or suggest an alternate delivery model. BluePay can provide authentication details for the sFTP delivery model.

Please provide this data to BluePay in a CSV file with at least the following columns:

Column	Column Header	Description
A	MerchantAccountID	Current Merchant Account ID
B	Token	The token value
C	CustomerFullName	The name on card/account, e.g. "John Q. Smith"
D	BillingAddress1	
E	BillingAddress2	
F	BillingCity	
G	BillingStateProvince	
H	BillingZipPostalCode	
I	BillingCountry	
J	PAN	The complete credit card number, if token is for credit card
K	ExpirationDate	Credit card expiration date, if token is for credit card
L	ACHAccountType	S for Savings, C for Checking, etc., if token is for ACH
M	ACHRoutingNumber	Populate only for tokens that are for ACH account
N	ACHAccountNumber	Populate only for tokens that are for ACH account

Thank you for your prompt attention to our request.

Sincerely,

Merchant Name