



JLL GIFT CARD PROGRAM Corporate High Value Transaction Form

POLICIES: All gift card orders of \$500 and more require ID verification; ID must be authentic, valid, current, government issued Photo ID with name, address, date of birth and it must be Canadian issued. The name on the tender type must match the name of the purchaser and the name of the person picking up the order. **For all gift card orders of \$3,000 or more, please complete this form and submit it to InComm (ptc-hvt@incomm.com) via a secure channel.** For forms received before noon, Eastern time, InComm will review and respond back within 2 business days. Transactions may not be completed until InComm’s approval is received. Please complete this form and keep it for your records and for possible internal audit exercises.

Mall Information:

Mall Name: _____ Mall Contact First & Last Name: _____
Mall Contact Phone Number: _____

Customer Information:

Business Legal Name: _____
Doing Business As Name (if different than legal name): _____
Business Address (Must be a Canadian Address, PO Box not permitted, including appt. #, province, postal code): _____
Business Phone Number: _____
Business Email Address: _____
Business Contact Complete Name: _____
Business Contact Phone Number: _____
Business Contact Date of Birth: _____
Business Contact ID Type: _____
Business Contact ID Number: _____
Business Contact ID Place of Issue & Expiration Date: _____
Business Industry: _____
Incorporation/HST/Government Registration # (please provide one): _____
Tender Type (certified bank cheque, bank transfer): _____
Please list source of funds: _____

Order Details

Denomination	Quantity	\$ Amount
\$ _____	x _____	= \$ _____
\$ _____	x _____	= \$ _____
\$ _____	x _____	= \$ _____
TOTAL		\$ _____

Use of Cards

Please detail your planned use of cards:
Gifting: _____
Employee/ Partner Promotion: _____
Fundraiser: _____
NonProfit: _____
Employee/ Partner Incentive: _____

Business Contact Signature: _____
Date: _____

If the HVT form is illegible or incomplete, the request will be rejected. InComm’s decision is final.

Internal Use: By signing the below approval, I acknowledge that the HVT request is complete and accurate to the best of my knowledge and all relevant documentation has been attached for final approval by InComm: - List of Gift Cards to be issued to customer upon InComm’s approval.

Shopping Centre’s Internal Approval (Property Manager, General Manager or Marketing Director (Manager):

_____ Date: _____