



JLL GIFT CARD PROGRAM Consumer 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 (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. The maximum B2C order allowed per day is \$10,000. 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:

Complete Name: _____

Address (Must be a Canadian Address, PO Box not permitted, including appt. #, province, postal code):

Phone Number: _____

Email Address: _____

Date of Birth: _____

ID Number: _____

ID Place of Issue: _____

ID Expiration Date: _____

Tender Type (credit/debit card, certified bank cheque): _____

Please list source of funds: _____

<u>Order Details:</u>		
Denomination	Quantity	\$ Amount
\$ _____	x _____	= \$ _____
\$ _____	x _____	= \$ _____
\$ _____	x _____	= \$ _____
TOTAL	_____	\$ _____

<u>Use of Cards</u>
Please detail your planned use of cards:
Personal purchase: _____
Gifting: _____
Fundraiser: _____

Customer 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: _____