

## Credit card surcharging: Disclosure signage examples and instructions

*For customers whose credit card surcharge is included in posted menu prices or other advertised prices.*

1. Print and separate these signs. We have provided the signs in dark and light versions to suit the look of your location.
2. Enter the credit card surcharge rate you have configured.
3. Place the large signs (next page) at any entrances to your premises.
4. Place the smaller signs (below) at the register or any point of sale. We have provided different sizes to help with placement.
5. It might be useful to put the reminder signs at the register for your staff, but it is not required.  
Remember to train your staff to inform guests of the surcharge when taking orders over the phone.

*These templates are examples intended to comply with card brand rules in cases where you have included a credit card surcharge in your posted menu or other advertised prices, in accordance with legal requirements at your location. You may choose to create your own signs and disclosures in accordance with card brand rules. You are responsible for posting signage in accordance with applicable law and rules. See our surcharging in NY article for more details.*

All menu prices include a \_\_\_\_\_% credit card surcharge to help offset processing costs. This does not apply if you pay with a different form of payment (e.g., debit card, cash, or gift card). This amount does not exceed what we pay in fees.

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Reminder to tell customers that a \_\_\_\_\_% credit card surcharge is included in menu prices

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