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OFFICIAL
PARTNER OF



**GIFT CARDS FAQ:
NEW STORE
SETUP &
OWNERSHIP
CHANGES**



HOW TO SETUP A NEW STORE

Contact Givex at programadministration@givex.com

Please provide as much of the following documentation as possible in your email:

- ACH FORM (EFT FOR CANADA)
- VOID CHECK (OR BANK LETTER)
- WENDY'S STORE NUMBER
- EFFECTIVE DATE FOR THE STORE OPENING
- IF A NEW FRANCHISE, PLEASE ALSO INCLUDE THE OPA, WENDY'S CONTRACT NUMBER (SOMETIMES REFERRED TO AS THE 'CONSOLIDATION' NUMBER)

HOW TO PROCESS AN OWNERSHIP CHANGE

Contact Givex at programadministration@givex.com

Please provide as much of the following documentation as possible in your email:

- STORE NUMBER
- WENDY'S CONTRACT NUMBER (SOMETIMES REFERRED TO AS THE 'CONSOLIDATION' NUMBER)
- VOID CHECK (OR BANK LETTER)
- EFFECTIVE DATE FOR THE OWNERSHIP CHANGE

For 24/7 support, you can reach us at support.givex.com or 1-800-962-4935.