

# Recurring Dealer Charges

Add a recurring charge to your merchant's monthly statement using this feature.

Any added Charge will be its own line item on the merchant's monthly statement and is paid out to you in full with your monthly compensation.

## Add a Recurring Charge

Select **All Merchants** to apply the recurring charge to all of your merchants, including merchants that are added after you've created the recurring charge. This means that when you board a new merchant, this recurring charge will automatically be added to their monthly statement, with the exception of their very first statement<sup>1</sup>.

<sup>1</sup> An existing recurring charge will automatically be added to new merchants starting with their second monthly statement. To add the recurring charge to their very first statement, use **Add One-Time Charge** with the current date. On their second statement and all statements thereafter, the recurring charge will automatically be applied.

To apply a recurring charge to a specific merchant, choose the applicable merchant from the drop-down.

## Viewing your Recurring Charges

Each of your recurring charges will be listed with the option to delete it.

When applying a recurring charge to all merchants, you can get a more granular view by selecting "Dealer Charges" on your PaymentsHQ home page. Each specific merchant charge will be listed as its own line item with the option to edit or delete the charge at the merchant level rather than applying the change to the group level.

## Deleting a Recurring Charge

Deleting a recurring charge has the effect of deleting all **future** postings of the recurring charge. Each recurring charge is posted on the first of the month, which means that deleting a recurring charge won't take effect until the next month's bill.

For example, on July 1st, your recurring charge is automatically posted. If you delete the recurring charge on July 10th, it will prevent the recurring charge from being posted on August 1st, but it won't affect the July 1st post.

You could apply a credit using **Add One-Time Charge** to offset any automatic recurring charge

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