

Dealer Charges

Add a one-time 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.

Adding a One-Time Charge

To add a single, one-time charge to a merchant, select [Add One-Time Charge](#)

If you need to add more than a few one-time charges, select [Upload File of Charges](#) to utilize our bulk upload option using CSV format.

CSV FORMAT	
Add one charge per line using the following format: MERCHID, AMOUNT, DESCRIPTION, DATE If you need to add more than one charge to a merchant, add each charge as its own line item.	
MERCHID	Merchant ID of the merchant to apply the charge to. You can find this information in PaymentsHQ
AMOUNT	Total amount to be charged to the merchant in dollars and cents (i.e., \$5.00 must be written as "5.00". If it is entered as "500" it will be interpreted as \$500.00)
DESCRIPTION	Description of the charge to be displayed on the merchant's monthly statement
DATE	Date to post the charge in YYYYMMDD format. It is defaulted to the current date. Please note that this is the post date, not the billing date. Merchants are billed at the beginning of the month for the previous month's activity. That means that if you put the date as 20230701, the merchant will be billed your charge on their July statement, which is billed August 1st. If you put the date as 20230828, the merchant will be billed on their August statement, which is billed September 1st.

If you need to add a recurring charge that will be the same fee each month, use the "Recurring Dealer Charges" feature instead. This has the advantage of not needing to input it each month.

Viewing & Editing One-Time Charges

After posting your charges, you will see each charge listed on the page. You also have the option to view or delete a charge up until the applicable billing date for that charge.

The Type column indicates the type of charge that was applied:

- **Batch** refers to a charge that was uploaded as part of a batch file and is a one-time charge
- **All Monthly** refers to a recurring charge that was added using a recurring charge applied to all of your merchants
- **One-Time** refers to a one-time charge that was added for that specific merchant

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