



Merchant Services Pre-Application

BUSINESS INFORMATION

Corporation Limited Liability Company Sole Proprietorship Non Profit/Tax Exempt*

Business Legal Name: _____

DBA Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax: _____

Contact Email: _____

Business Website: _____

Products/Services Sold: _____

Fed Tax ID: _____ Business Start Date: ____/____/____

Mailing Address (If different: _____

City: _____ State: _____ Zip: _____

**For Non Profit Tax Exempt: Certificate and IRS Letter is required to be provided as a supporting document.*

OWNER CONTACT INFORMATION

Signor (Must be on the Corp., LLC, or individual only of Sole Proprietorship):

Signor/Owner First/Last Name: _____

Signor Title: _____ Ownership Percentage: _____%

Social Security Number: _____ Date of Birth: ____/____/____

Home Phone: _____ Cell Phone: _____

Signor Home Address: _____

City: _____ State: _____ Zip: _____

**Please provide a copy of Driver's License or State Issued ID.*

BANK INFORMATION

Bank Name: _____

Bank Routing #: _____ Bank Account #: _____

**Required: Please provide a copy of the business's voided check or bank letter.*

PROCESSING VOLUME

What is your Average Processing Volume per Year? _____

What is your Average Processing Volume per Month? _____

What is your Average Processing Volume per Transaction? _____

What is your Highest Processing Volume per Transaction? _____

How many times on average is the Highest Ticket processed per year? _____

ADDITIONAL INFORMATION

Business Location: Shopping Center Office Building Mall Isolated Building Flea Market

Residential Home Apartment Home Other: _____

Approximate Size: 0-250sqft 251-500sqft 501-2000sqft 2001+sqft

Industry Type: Retail Wholesale Restaurant Internet/Website Telephone Order Sales

Who do you primarily do business with? Consumer Business to Business

How do you accept transactions? (Please enter the percentage, total must equal 100%)

Card Present / Swiped: %

Card Not Present / Keyed In: %

Internet / Website Keyed In: %

Total percentage must equal to 100%

What is your refund policy? Full Refund Store Credit Exchange Only No Refunds

How soon does a consumer receive products or services after a transaction has processed?

Same Day within the week 0-7 Days 8-14 Days 15-30 Days 30+ Days (# of days _____)

Does your cardholder billing involve automatic renewals or recurring transactions? YES NO



Voided Check Page

(Please Attach A Copy Of Your Business's Voided Check Here)