



# MERCHANT APPLICATION AND AGREEMENT

## Completion Guide

### Introduction

To save you and your merchant time and effort, the Merchant Application and Agreement has been designed to get the maximum information on a single document. This version combines all the services offered by PRI into one Application and Agreement in order to reduce the number of forms and signatures required to enroll your merchant.

*PRI reserves the right to change or modify these guidelines at any time with or without notice.*

You will find that the application is divided into three sections (pages). Why three? This expanded version gives you more room to write in the blanks and makes the finished application easier to read by the applications processors.

Good news! You need review only the first two pages with your merchant. The third can be completed after the sale to save you time at the merchant's address.

Each of the three pages has a specific function. The first page describes the merchant and the services ordered. The second lists the pricing of services. The third provides the set up information for the merchant and terminal.

The following includes step by step instructions and includes a completed sample to use as an example.

PLEASE NOTE: the sample describes a merchant who is a corporation and who is requesting **CounterCheck** with credit card and ACH/EFT processing on a Schlumberger terminal. You can complete other fields on the application if the merchant is another business type (partnership or sole proprietor) or does transactions in another way (MOTO or Internet) or wishes to take advantage of some of PRI's other service offerings.

***All applications and setup forms can be found at [www.paymentresource.com/support](http://www.paymentresource.com/support)***

# Page 1: Merchant Information and Services Ordered

## Item 1: Business Information

| BUSINESS INFORMATION     |                      |                            |                        |
|--------------------------|----------------------|----------------------------|------------------------|
| Legal Name:              |                      | Phone #                    | Fax #                  |
| DBA (Doing Business As): |                      | Statement Mailing address: |                        |
| Location/Site Address:   |                      | City:                      | State: Zip:            |
| City:                    | State:               | Zip:                       | Federal Tax ID Number: |
| Contact Person:          | Number of Locations: | Email:                     |                        |

- 1) Legal Name: The legal name field should show the name of the business as it is legally held. Refer to business license as to how the legal name should be shown.
- 2) DBA: Doing business as name – name under which the merchant is doing business.
- 3) Location: The location field is the physical address of the merchant’s business. Post office boxes are **not acceptable** as the location of the merchant.
- 4) Phone #: This field should have the merchant’s business phone number.
- 5) Statement Mailing Address: The statement mailing address will be used if the merchant would like to have the end-of-month statement sent to an address that is different than the physical address of the merchant. This is an optional field. If the statement is to be sent to the physical location address the statement mailing address field may be left blank.
- 6) Federal tax ID: Federal tax identification – tax identification number, 9-position in length. Federal tax ID must be included on the application when the merchant uses a Federal tax ID for tax purposes. If the merchant is a sole proprietorship or partnership than the merchant may use a SSN.

## Item 2: Owners/Partners/Officers

| OWNERS/PARTNERS/OFFICERS |                    |                   |      |
|--------------------------|--------------------|-------------------|------|
| 1) Name (print):         | Title:             | Equity/Ownership: | %    |
| Date of Birth:           | Social Security #: | Home Phone:       |      |
| Home Address:            | City:              | State:            | Zip: |
| 2) Name (print):         | Title:             | Equity/Ownership: | %    |
| Date of Birth:           | Social Security #: | Home Phone:       |      |
| Home Address:            | City:              | State:            | Zip: |

- 1) Principal owners name: The person listed in this field must be the signor on the application.
- 2) Title: This field should reflect the correct title of the individual listed/signor. *Example:* If the business is a corporation than the title cannot be owner.
- 3) % of ownership/equity: This section must be at least 51%. Attach a separate sheet to show additional owners, if needed, to show at least 51% ownership.
- 4) Social Security Number: Must be included for all owners/officers listed on application.
- 5) Additional owners/officers information: Any additional owners of the business will be listed in this section. Additional page can be included to show other owners in the business.

### Item 3: Merchant Profile Section & Visa/MasterCard Information

| MERCHANT PROFILE SECTION  | VISA/MASTERCARD INFORMATION   |   |
|---|---|---|
| Type of Ownership:<br><input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____<br>No. of Years in Business: <input type="text"/> Length of Current Ownership: <input type="text"/> | <b>MERCHANT TYPE</b>  | <b>VISA/MasterCard Sales Profile</b>                |
| Other currently/previously owned businesses _____   | <input type="checkbox"/> Retail Outlet  | Credit Cards <input type="text"/><br><i>Swiped*</i> |
| Prior Bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No      Date Disc: _____  | <input type="checkbox"/> Restaurant/Food  | *Must Total 100 %                                   |
| Do you currently accept VISA/MasterCard? <input type="checkbox"/> Yes   (If yes, you must submit 3 most current statements)<br><input type="checkbox"/> No  | <input type="checkbox"/> Mail/Telephone Order Only  | Credit Cards <input type="text"/><br><i>Keyed*</i>  |
| Do you wish to accept EBT Cards <input type="checkbox"/> Yes <input type="checkbox"/> No      Debit/ATM cards? <input type="checkbox"/> Yes (requires pin pad) <input type="checkbox"/> No  | <input type="checkbox"/> Home Business, Trade Fairs   |   |
| Seasonal Business? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list months _____  | <input type="checkbox"/> Outside Sales/Service, Other   |   |
| Has this business or any associated principal been terminated as a VISA/MasterCard Merchant? <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Internet      Merchant Receives Imprint  |   |
| Methods of Marketing: <input type="checkbox"/> Newspaper/Magazines <input type="checkbox"/> Internet <input type="checkbox"/> Television/Radio <input type="checkbox"/> Direct Mail, Brochure & Catalogs <input type="checkbox"/> Telemarketing Sales                             | <input type="checkbox"/> Lodging      On Keyed Transactions: <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
| <b>Detailed Description of</b> _____  |   |   |
| <b>Products/services Sold:</b> _____  |   |   |
| Do you currently process with ACH? <input type="checkbox"/> Yes <input type="checkbox"/> No      Average ACH item: _____      Annual ACH Volume: _____  |   |   |
| If yes, name of current processor: _____  |   |   |

- 1) Type of ownership:
  - a) Sole Proprietor - voided check can be in owner's name or the business name. **No joint checking accounts will be accepted.**
  - b) Partnership – voided check can be in owner's name or the business name. **No joint checking accounts will be accepted.**
  - c) Corporation – Must include corporate documents i.e. Articles of incorporation, corporate resolutions, etc. Also must have the state that the business is incorporated in. If application is for a corporation than the corporate resolution section must be completed.
  - d) Other – Example LLC, these will be treated as Corporations.
- 2) No. of years in business: Refer to business License to ensure this section is completed accurately.
- 3) Length of Current Ownership: Number of years this particular owner has owned the business.
- 4) Other currently/previously owned businesses: List other businesses in which the principle owner has accepted credit cards.
- 5) Prior bankruptcy: This includes both personal as well as business bankruptcy.
- 6) Currently accepting Visa/MasterCard: Merchant's currently accepting Visa/MasterCard or merchant's who have accepted Visa/MasterCard within the last 12 months must submit last three (3) months processing statements. If the merchant is showing a chargeback rate above 2% or a return rate above 5%, additional statements will be required.
- 7) Seasonal merchant: If the merchant shows that they are seasonal the open/closed months must be indicated on the application.
- 8) Has business ever been terminated by Visa/MasterCard: Any application that comes in with a YES marked requires telephone verification with the ISO/merchant. If the merchant is on MATCH the application will be declined and no further processing will occur.
- 9) Methods of marketing: This section shows how the merchant markets the goods/services to cardholders. Examples of this should be included with each application. *Example: If the merchant uses the newspaper to advertise, then a copy of the ad or proposed ad should be submitted with the application.*
- 10) Description of products/services sold: Please be as **detailed and accurate** as possible.

11) VISA/MASTERCARD INFORMATION

- a) Merchant type: This section confirms the type of download file that will be required for the merchant's POS device.
- b) % of transactions swiped/keyed: This section must add up to 100%.
- c) Does Merchant receive imprint on keyed transactions? Yes for face to face merchants and no for Internet or MOTO. If you answer yes, be sure that the merchant has an imprinter.

| VISA/MASTERCARD INFORMATION                           |   |
|---|---|
| <b>MERCHANT TYPE</b>                                  | <b>VISA/MasterCard Sales Profile</b>  |
| <input type="checkbox"/> Retail Outlet                | Credit Cards Swiped* <input type="text"/>                                       |
| <input type="checkbox"/> Restaurant/Food              | *Must Total 100 %   |
| <input type="checkbox"/> Mail/Telephone Order Only    | Credit Cards Keyed* <input type="text"/>  |
| <input type="checkbox"/> Home Business, Trade Fairs   |   |
| <input type="checkbox"/> Outside Sales/Service, Other |   |
| <input type="checkbox"/> Internet                     | Merchant Receives Imprint   |
| <input type="checkbox"/> Lodging                      | On Keyed Transactions: <input type="checkbox"/> Yes <input type="checkbox"/> No |

|   |                         |                          |
|---|-------------------------|--------------------------|
| Do you currently process with ACH? <input type="checkbox"/> Yes <input type="checkbox"/> No | Average ACH item: _____ | Annual ACH Volume: _____ |
| If yes, name of current processor: _____  |                         |                          |

- 12) Do you currently process with ACH? This information is required for Merchants requesting ACH/EFT services.
- a) Average ACH item: Average dollar amount of transactions for Merchants using ACH/EFT services.
  - b) Annual ACH Volume: Merchants using ACH/EFT services.
  - c) Name of Current Processor: For Merchants using ACH/EFT services.

**Item 4: For all merchants processing with 20% or more keyed**

| COMPLETE THIS SECTION FOR ALL MERCHANTS PROCESSING WITH 20% OR MORE KEYED VOLUME |   |  |            |  |
|--|---|--|------------|--|
| Percentage of monthly volume for:  |   |  |            | If Internet related, list web address: |
| Telephone Orders <input type="text"/> %  | Mail and/or Fax Orders <input type="text"/> % | Internet Orders <input type="text"/> % | WWW. _____ |  |

- 1) Percentage of monthly volume: This field will be completed if the merchant has a keyed rate greater than 20%.
- 2) Internet web address: The web address/URL is a requirement for all Internet merchants.

## Item 5: Additional Services Information

| ADDITIONAL SERVICES  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> ECShop Lite or Link   | <input type="checkbox"/> ECShop Custom              | <input type="checkbox"/> Billing Central | <input type="checkbox"/> Transaction Central | <input type="checkbox"/> CounterCheck (Retail, Restaurant) |
| These services may process ACH as well as credit cards. Please indicate if ACH is to be included and list the rates in the rate section. <input type="checkbox"/> with ACH |   |  |  |  |
| <input type="checkbox"/> Gift/Loyalty Card   | <input type="checkbox"/> AVS Required               | <input type="checkbox"/> Check Guarantee | Company: _____                               |  |
| <input type="checkbox"/> New American Express Account  | <input type="checkbox"/> Existing AMEX Merchant     |  | Account #                                    | _____  |
| <input type="checkbox"/> New Discover Account  | <input type="checkbox"/> Existing Discover Merchant |  | Account #                                    | _____  |
| <input type="checkbox"/> New Diners Club Account   | <input type="checkbox"/> Existing Diners Merchant   |  | Account #                                    | _____  |
| <input type="checkbox"/> New _____   | <input type="checkbox"/> Existing _____             |  | Account #                                    | _____  |

- 1) Additional Services: This section will be reviewed by the customer service department to ensure the proper set up of ECShop™, Transaction Central, Billing Central, CounterCheck, additional ACH, check and card types. Remember to include any additional set up forms or applications as required, i.e. *if the merchant needs a new Amex account, then an Amex application must be included.*
- 2) If you wish to order credit card processing with your request for ECShop, Billing Central and/or Transaction Central, complete the rates section on page 2 for credit cards. If you wish to include ACH processing for these, check the **“with ACH”** box and complete the rates section on page 2 for ACH.

## Item 6: Internet Merchant Information

| INTERNET MERCHANT  |                                   |
|--|-----------------------------------|
| External Gateway: <input type="checkbox"/> _____ (Not supplied by PRI) | <input type="checkbox"/> Skipjack |

External Gateway: For merchants using any application other than ECShop or Transaction Central. List the name of the gateway on the line next to the check box. The gateway provider will be responsible for the set up of the merchant. If you wish to use Skipjack, check the box next to Skipjack and PRI will set up the merchant with them.

**END OF THE FIRST PAGE**

## Page 2: Services Pricing and Signatures

### Item 7: Schedule of Processing Charges

| <b>SCHEDULE OF PROCESSING CHARGES</b>  |   |  |  |
|--|---|--|--|
| Application/Setup Fee  | \$  | Monthly Service Fee  | Monthly Minimum Fee  |
| Visa/MasterCard qualified discount rate <input style="width: 50px;" type="text"/> %  |   | Authorization/transaction fee <input style="width: 50px;" type="text"/> \$0. | Batch Closure Fee <input style="width: 50px;" type="text"/> \$0. |
| Mid-qualified transactions will be assessed .90% of these amounts above the normal discount rate (Excluding approved 20% Plus Keyed Merchants). Non qualified transactions will be assessed 1.50% of these amounts above the normal discount rate. Corporate Cards and Corporate Purchase Cards will be assessed 1.00% above the normal discount rate. Address Verification Service adds \$.10 to Authorization Fee. |   |  |  |
| Debit Access Fee   | <input style="width: 50px;" type="text"/> \$  | Debit Per Item Fee   | <input style="width: 50px;" type="text"/> \$                     |
| OTHER FEES: Chargeback fee:  | \$35.00 ea                                    | Investigation Fee  | \$25.00 ea Item or 10% monthly of amt. Investigation             |
| Request for Copy (retrieval)   | \$15.00 ea                                    | Merchant Overdraft Fee   | \$25.00 ea   |
| Voice Authorization  | \$1.50 ea                                     | Checking Account Change  | \$25.00 ea   |
| Average Ticket Size<br>(for VISA/MasterCard ONLY)  | <input style="width: 100px;" type="text"/> \$ | Monthly Visa/MasterCard<br>Sales Volume                                      | <input style="width: 100px;" type="text"/> \$                    |

- 1) Application/Setup Fee, Monthly Service Fee, Monthly Minimum: Indicate the fees to the merchant.
  
- 2) Qualified rate: The rate the merchant will be charged for all qualified transactions whether retail or MOTO/Internet.
  
- 3) Authorization and Batch Closure fees: Indicate the fee per transaction. **NOTE:** PRI requires a Batch Closure fee. If one is not present on a new application, we will enter the same amount as the transaction fee. For bundled rates, \$.30 will be applied.
  
- 4) Debit Access Fee – Debit per Item Fee: Indicate the fees when requesting debit transaction service.
  
- 5) Average Ticket & Monthly Volume: Average ticket will reflect the price of the goods or services rendered by the merchant. Average monthly volume will reflect the total price of the goods or services rendered by the merchant for a 1 month period.

## Item 8: Additional Services Fees

| ACH Fee Addendum (ECShop / Billing Central / Transaction Central / CounterCheck / Stand alone) |  |                                 |  |
|--|--|---------------------------------|--|
| Item Fee \$ _____ and _____% each item   | Returned Item Fee \$ _____ each rejected or corrected item | Monthly Minimum: \$ _____       |  |
| Overdraft Fee \$ 25.00 each occurrence   | Inquiry Fee \$ 5.00  | File Load Fee \$10.00 each file |  |

| SCHEDULE OF PROGRAM FEES                              |  |  |  |
|---|--|--|--|
| <b>CounterCheck</b>                                   |  |  |  |
| Initial Setup Fee: \$ _____                           | Per Transaction Fee: \$ _____            | Monthly Fee: \$ _____                                      |  |
| <b>TRANSACTION CENTRAL</b>                            |  |  |  |
| Initial Setup Fee: \$ _____                           | Per Transaction Fee: \$ _____            | Monthly Fee: \$ _____                                      |  |
| <b>BILLING CENTRAL (includes Transaction Central)</b> |  |  |  |
| Initial Setup Fee: \$ _____                           | Per Transaction Fee: \$ _____            | Monthly Fee: \$ 35.00                                      |  |
| <b>WEBCONNECT (includes Transaction Central)</b>      |  |  |  |
| Initial Setup Fee: \$ _____                           | Per Transaction Fee: \$ _____            | Monthly Fee: \$ 35.00                                      |  |
| <b>ECShop (includes Transaction Central)</b>          |  |  |  |
| Initial Setup Fee: \$ _____                           | Per Transaction Fee: \$ _____            | <input type="checkbox"/> ECShop Lite Monthly Fee: \$ 25.00 | <input type="checkbox"/> ECShop Custom Monthly Fee: \$ _____ |
| <b>Gift Card – Loyalty Card Program</b>               |  |  |  |
| Initial Setup Fee \$ _____                            | Additional Cards @ \$ _____ per 50 cards | Multi Location Software \$ _____                           |  |

- 1) ACH Fees: Indicate fees to be billed by PRI for ACH transactions in CounterCheck, Transaction Central, Billing Central and/or ECShop. File Upload Fee will apply only to merchants who transmit their ACH transactions in a batch file. For all other merchants, leave blank.
- 2) Service/Products Fees: Indicate fees to be billed by PRI
  - a) Initial Setup Fee: Indicate the price to Merchant to begin service.
  - b) Per Transaction Fee: This amount will be charged in addition to the credit card/ACH transaction fee.
  - c) Monthly Fee: This is in addition to the credit card statement fee.
- 3) Gift Card- Loyalty Card Fees: Indicate fees to be billed by PRI

## Item 9: Personal Guarantee

| <b>PERSONAL GUARANTEE</b>   |                          |                        |                          |
|---|--------------------------|------------------------|--------------------------|
| The undersigned unconditionally guarantees to Bank and ISO the performance of this Agreement by Merchant, including paying of all sums due and owing and any attorneys' fees and costs associated with enforcement of the terms thereof. Bank or ISO shall not be required to first proceed against Merchant or enforce any other remedy before proceeding against the undersigned. This is a continuing guaranty and shall not be discharged or affected by the death of the undersigned, shall bind the heirs, administrators, representatives and assigns and may be or for the benefit of any successor of Bank or ISO. The term of this guaranty shall be for the duration of the BankCard Merchant Agreement and for any period thereafter during which any rights of offset or chargeback of transaction remain valid under the applicable Card Association regulations. |                          |                        |                          |
| <b>Guarantor: X</b>   | Date: ____ / ____ / ____ | <b>Co-Guarantor: X</b> | Date: ____ / ____ / ____ |

- 1) Guarantor: Personal Guarantee is required for all accounts.
- 2) Co- Guarantor: The co-guarantor is only required when – the primary guarantor does not have sufficient credit to meet risk requirements – or - if the merchant wants to spilt the liability for the account with an additional owner/officer.

## Item 10: Authorized Signers for Business

| <b>AUTHORIZED SIGNER FOR BUSINESS</b>   |  |
|---|--|
| By signing below, Merchant (I) represents that the information provided by Merchants in this Bank Card Merchant agreement is true, complete and not misleading; (ii) acknowledges that Merchant has read and understands Addendum A and Operating Procedures and agrees to be bound by their terms; and (iii) authorizes Company and its agents to credit and debit the Account in accordance with this Agreement and represents and warrants to Bank and ISO that the party signing this agreement is authorized to do so and to act on behalf of the merchant in the performance thereof. |  |
| <b>INVESTIGATIVE CONSUMER REPORT:</b> An investigative or Consumer Report will be made in connection with this application. Undersigned authorizes Bank and PRI or any credit bureau or any credit reporting agency employed by PRI or any agents of PRI to investigate the references given or any other statements or data obtained from CLIENT, or any of the undersigned principals.  |  |
| Merchant<br><b>Owner/Officer Signature: X</b> _____ Title: _____ Date: ____ / ____ / ____   |  |
| <b>FOR ALL CORPORATIONS - Corporate Resolution</b>  |  |
| The indicated officer identified above have the authorization to execute the Merchant Processing Agreement with Amtrade International Bank on behalf of the herewithin named corporation.   |  |
| <b>Secretary of the Board: X</b> _____ Date: ____ / ____ / ____   |  |

- 1) Authorized signer for the business: Needs to be an owner or officer of the business or corporation. Needs to be listed on the application as a owner/officer of the business and can make the decision for the business.
- 2) Title: Corporate applicant must list the title with in the corporation.
- 3) Corporate resolution signature: Signature is required for **all** corporations. Secretary of the board for the corporation should be the signer.

**END OF SECOND PAGE**

## Page 3: Account Set up Information

### Item 11: References

| REFERENCES           |                     |        |
|----------------------|---------------------|--------|
| TRADE:               |                     |        |
| 1. Name:             | Contact:            | Phone: |
| 2. Name:             | Contact:            | Phone: |
| <b>BANK:</b>         |                     |        |
| Bank Name:           | Contact:            | Phone: |
| Bank Routing Number: | Bank Account Number |        |

- 1) Trade references: Trade or credit reference(s), business and/or personal will be verified on Level II through Level V merchants, with the exception of Minimum Volume Merchants. Trade reference is defined as an entity that the applicant does business with.

Bank Information: A copy of a voided check is required with all applications. Direct account verification is required when the voided check is a starter check or a non-standard bank form, altered or questionable for any reason.

### Item 12: Site Inspection

| **SITE INSPECTION**  |                       |                |
|--|-----------------------|----------------|
| The Merchant:<br><input type="checkbox"/> Owns <input type="checkbox"/> Leases the business premises   | Landlord Telephone #: | Landlord Name: |
| Merchant Location: <input type="checkbox"/> Retail Store Front <input type="checkbox"/> Office/Warehouse <input type="checkbox"/> Residential <input type="checkbox"/> Internet <input type="checkbox"/> Other |                       |                |
| Does the amount of inventory and merchandise on shelves appear consistent with type of business? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |                |
| <b>I hereby certify that I have inspected the business premises of the merchant at this address and this survey is correct to the best of my knowledge.</b>  |                       |                |
| Inspected by:  | Title:                | Date:          |

- 1) Merchant Property: All applications must include some evidence of business such pictures of the business interior and exterior including signage, business cards, brochures, print out of all web pages, Articles of Incorporation, Business License or tax returns. Risk Merchants will always require pictures.
- 2) Inventory: If photo's of the merchant's locations are required they must include photos showing inventory or product capabilities
- 3) Inspected by: The site inspection must be completed by the salesperson/sales office submitting the application.

### Item 13: Terminal Information

| HARDWARE/SOFTWARE  |  | TERMINAL PROGRAM   |  |
|--|--|--|--|
| Terminal Type: _____   | QTY: _____                                     | <input type="checkbox"/> Retail (80% Swiped)   | <b>Dial Out Codes</b>  |
| Printer <input type="checkbox"/> Yes <input type="checkbox"/> No Model: _____                  |  | <input type="checkbox"/> Restaurant (w/ tip program)                                     | <input type="checkbox"/> None  |
| Pin Pad <input type="checkbox"/> Yes Model: _____  |  | <input type="checkbox"/> MOTO (AVS Required)   | <input type="checkbox"/> "8"   |
| Check Reader <input type="checkbox"/> Yes Model: _____   |  | <input type="checkbox"/> Purchase Card   | <input type="checkbox"/> "9"   |
| Card Reader <input type="checkbox"/> Yes Model: _____  |  | <input type="checkbox"/> Lodging   | <input type="checkbox"/> Other   |
| P.C. Software <input type="checkbox"/> (Manual Close Only) Name of Software: _____             |  |  |  |
| Number of Imprinter Plates Needed: <input type="text"/>  | <input type="checkbox"/> Ship Welcome Kit Only | Equipment is <input type="checkbox"/> reprogram <input type="checkbox"/> provided by PRI | Ship to: <input type="checkbox"/> Merchant <input type="checkbox"/> Office |
| Paym <input type="checkbox"/> Check <input type="checkbox"/> Card <input type="checkbox"/> COD | Address: _____                                 |  |  |
| <input type="checkbox"/> Lease   | _____  |  |  |
| Lease Co Phone: _____  | _____  |  |  |
| List equipment to be provided by PRI: _____  | _____  |  |  |
| <input type="checkbox"/> Call merchant for download/training                                   | Phone # _____                                  | Contact: _____   |  |

1. Hardware/Software: This information is used by the terminal deployment department and is required for all applications that require POS equipment, software or Transaction Central.
2. Terminal Information: This information is used by the terminal deployment department to configure the download and is required for all applications that require POS equipment.

### Item 14: Comments

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Include any information that will help us set up this merchant account such as ***“Merchant needs one new terminal in second location but has his own terminal in first location”***.

**END OF THIRD PAGE**