

# Merchant Setup



## SALES

Agent Name: \_\_\_\_\_ Desired Live Date: \_\_\_\_\_

## CLIENT INFORMATION

Client Name: \_\_\_\_\_

DBA Name : \_\_\_\_\_ Fed Tax ID: \_\_\_\_\_

Mailing Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

## SETUP INFORMATION

Client's Website : \_\_\_\_\_ Bus. Establishment Date: \_\_\_\_\_

Number of MIDs Needed : \_\_\_\_\_ Referral Email: \_\_\_\_\_

Highest Monthly \$ Volume: \_\_\_\_\_ Settlement Method: \_\_\_\_\_

Avg Sale Amount: \_\_\_\_\_ Cut-off Time: \_\_\_\_\_ ☐ PT ☐ M ☐ CT ☒ ET

Highest Sale Amount: \_\_\_\_\_ Report Schedule:

☐ Daily ☐ Monthly ☐ YTD ☐ All

Email Distribution List:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach separate sheet for additional email addresses

### Fee Pricing Method

Flat rate/Min. Fee

Percentage



## SERVICES

PHONE: ☐ IVR ☐ Live Agent

POS: ☐ Magtek Swipe ☐ Ingenico iCT220 Terminal

WEB: ☐ Gateway API ☐ Integrated API ☐ Bill Presentment ☐ End-User Validated

CREDIT: ☐ VISA ☐ Mastercard ☐ Discover ☐ American Express

DEBIT: ☐ VISA ☐ Mastercard ☐ NYCE ☐ Pulse ☐ Star

eCHECK: ☐ Please complete "ACH Addendum"

DIGITAL  
WALLET: ☐ VISA Checkout ☐ Masterpass ☐ Amex Move\* ☐ PayPal/Venmo Button Only

PAYMENT  
PROCESSOR: ☐ WorldPay ☐ PayPal Commerce ☐ T-tech

\*Special Configuration: Show BOTH Pay With My Bank (Amex Move) and eCheck

## FILES

Merchant Activity/Output File Required: ☐ Yes ☐ No

☐ Daily ☐ Calendar-specific

Email: \_\_\_\_\_

End-User Load Files: ☐ Daily ☐ Calendar-specific

Files: ☐ No Files

## CUSTOMER SERVICE

Service Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## CUSTOMER SERVICE (cont.)

Peak Season Dates:

From: \_\_\_\_\_ To: \_\_\_\_\_ | From: \_\_\_\_\_ To: \_\_\_\_\_

Stop accepting payments after a certain date? ☐ Yes ☐ No

If so, please notate the time frames below:

Activation Date: \_\_\_\_\_ Deactivation Date: \_\_\_\_\_

Activation Date: \_\_\_\_\_ Deactivation Date: \_\_\_\_\_

Activation Date: \_\_\_\_\_ Deactivation Date: \_\_\_\_\_

Describe your refund policy in the event of an overpayment:

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## NOTES

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