

## MERCHANT ACCOUNT INFORMATION FORM

### BUSINESS INFORMATION

Business Name:

DBA (if different):

Business Physical Address (No P.O. boxes):

City, State, Zip:

Business Phone:

Business Fax:

Business Web Address: http://

Business Email Address:

Business Time Zone:  Pacific  Mountain  Central  Eastern  Other:

### PERSONAL INFORMATION

Name of Responsible Party (one person):

Position/Title:  Owner  Other (specify):

Percent of Ownership (must be at least 50%):

Physical Address (if different from above):

City, State, Zip:

Home Phone (if different from above):

Birth Date (MM/DD/YY):

Social Security Number:

Drivers License Number and State:

### MORE BUSINESS INFORMATION

Business Structure:  Sole Proprietorship  Partnership  Other (explain):

Year this business was established:

Length of current ownership:  Years  Months

Do you have prior experience in a similar business?  Yes  No

If yes, how many years?

Do you currently have a credit card merchant account?  Yes  No

If yes, list processor:

Merchant number:

Have you or the business ever declared bankruptcy?

Yes (Please include an explanation in a cover letter.)

No

If the business has a Federal Tax ID #, please provide:

What is the expected dollar amount of your average Visa/MC sale?  *Please do not provide a price list. Consider all your sales, big and small, and estimate the average amount a customer spends at one time.) (Under \$300 is easiest to approve.)*

What is the expected *total* dollar amount of your Visa & MC sales per month?  *(Under \$3000 is easiest to approve.)*

**PRODUCT/FULFILLMENT INFORMATION**

How long does it take customer to receive merchandise?

- Within 2 days
- 2-5 days
- Within 4 weeks
- Other (explain):

Are orders received and processed at your business location?  Yes  No

Where is your inventory stocked?

- On location
- Other (specify):

Who provides your order fulfillment services?

- We Do
- Other (specify):

What is your refund policy?

- Money Back if Not Satisfied
- Other (explain):

How do you provide customer service?

- On Location
- Other (explain):

Describe the primary product or service being sold:

**ADDITIONAL INFO FOR INTERNET/MAIL ORDER MERCHANTS**

Business type:

- Selling Hard Goods
- Hosting
- Advertising
- Domain Registration
- Auction
- Internet Access
- Web Page Design
- Signal Service

Billing methods:

- One-Time
- Monthly
- Quarterly
- Yearly
- Hourly
- All Methods

Physical address where your Internet server is located:

**SIGNATURE**

I certify that the information provided in this form is accurate to the best of my knowledge.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_