

Add location request

Please complete the following information to add a new location. Be sure to attach either a copy of a voided check from the account for the DDA you wish for deposits/withdrawals to occur in, or a confirmation letter from your bank, on bank letterhead, with your routing number, account number and name of the business. No starter checks or deposit slips may be accepted. **Any incomplete requests will not be processed.**

Current Merchant ID # and/or Chain Code: _____

Guarantor Printed Name: _____

Guarantor Signature: _____

Tax ID: _____

Contact E-Mail Address: _____

New Location Information:

Business Name: _____

Street Address: _____

City/State/Zip Code: _____

Store Contact Person/Store Phone #: _____

Store Opening Date: _____ Store # (If Applicable): _____

Annual Sales volume V/MC/Disc: _____ Annual Sales – AMEX: _____

Average Ticket: _____ High Ticket: _____

Card Swipe % CP _____ CNP _____ Environment _____

Website(if eComm) _____

Products to be accepted:

☐ Credit: (Please provide merchant numbers for this location if available)

☐ Visa _____

☐ MasterCard _____

☐ Discover: _____

☐ American Express: _____

☐ Fleet One: _____

☐ Voyager: _____

☐ Wright Express: _____

☐ Debit

☐ Gift Card

☐ POS Check

Equipment

☐ Already have equipment

Terminal Type and model: _____

And/Or

Software Brand: _____

Application Name: _____

Version Number (Required): _____

Contract Name at Vendor: _____

Email of Contact: _____

Phone # of Vendor: _____ Fax # of Vendor: _____

☐ Need to order equipment - A representative will contact you to go over the latest equipment and pricing options.

PLEASE ATTACH A COPY OF A VOIDED CHECK OR LETTER OF CONFIRMATION FROM YOUR BANK, ON A BANK LETTERHEAD, CONTAINING YOUR ACCOUNT NUMBER, ROUTING NUMBER AND YOUR BUSINESS NAME.

Affix Voided Check Here

A DEPOSIT SLIP OR START CHECK WILL NOT BE ACCEPTED!

See above if you do not have any checks for this account.