



## Walton County Probate Court

BRUCE E. WRIGHT  
Probate Judge

BRITTANY M. SMITH  
Senior Clerk

LERA D. SHIPMAN  
Senior Clerk

BETH GREEN  
Clerk

BRUCE E. WRIGHT, PROBATE JUDGE  
GOVERNMENT BUILDING  
303 SOUTH HAMMOND DRIVE · SUITE 118  
MONROE, GEORGIA 30655  
Telephone: (770) 267-1345  
Facsimile: (770) 267-1417

ASHLEY WOOD  
Clerk

JAN GREENE  
Clerk

KAITLYN A. GLASS  
Clerk

MADISON MURRAY  
Clerk

KALLIE AKRIDGE  
Clerk

February 21, 2025

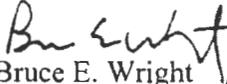
Walton County Board of Commissioners  
111 S Broad Street  
Monroe, GA 30655

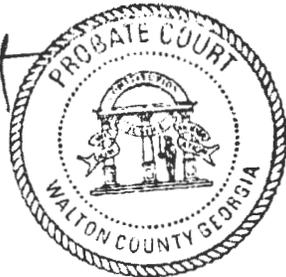
RE: March Agenda / Approval of Merchant Application

The Walton County Probate Court is requesting review and approval of a Merchant Application for the Court to receive funds through the upcoming implementation of TrueFiling (efiling), which will eventually be mandatory. I have attached the Merchant Application Guide (Burton/Onboarding), the Letter prepared by Stuart Smith with Synovus Bank, as well as a copy of a correspondence from Mitchell Jasenosky with i3Verticals. The County Attorney reviewed and approved on February 19, 2025.

Please let me know if anything further is required to be added to the March Agenda.

Kindest Regards,

  
Bruce E. Wright  
Probate Judge



# **Burton Merchant Application Onboarding Guide**

# Preparing to Complete the Merchant Application

To expedite the approval process for your merchant application, please ensure you have the following information ready:

Verify your legal entity name and tax EIN number. These can be found on the court's SS-4 form or other tax documents.

Provide a bank letter or a voided check. Please follow these criteria:

## Bank Letter Criteria:

- Must be on bank letterhead (including bank name and logo).
- Must reference the merchant's legal name, DBA name, or IRS filing name.
- Must include the DDA account number and ABA transit routing number.
- If there are multiple DDA/ABA TR numbers, list only the account you wish to use for TrueFiling.
- A dated letter is not required but is strongly preferred.
- Must be typed or in a pre-printed format (ABA TR/DDA can be handwritten legibly on pre-printed letters only).

## Voided Check Criteria:

- Must include the bank name.
- Must have the merchant's legal name, DBA name, or IRS filing name pre-printed on the check as it appears on the merchant account record (business address is not required). Starter checks are not acceptable.
- Must not have any alterations, such as address labels or white-out.
- Must have DDA/TR MICR encoded at the bottom of the check.

Here is a sample bank letter:



**Net Roof World Bank**  
123 Main Street  
City, Province 00000  
Country  
T: 123-456-7890 F: 123-456-7890

**May 9, 2024**

Any County Probate Court  
Clearing Account  
123 International Drive  
Any Town, GA 12345

**Account Number: 123456789**

**Bank ABA Number: 123456789**

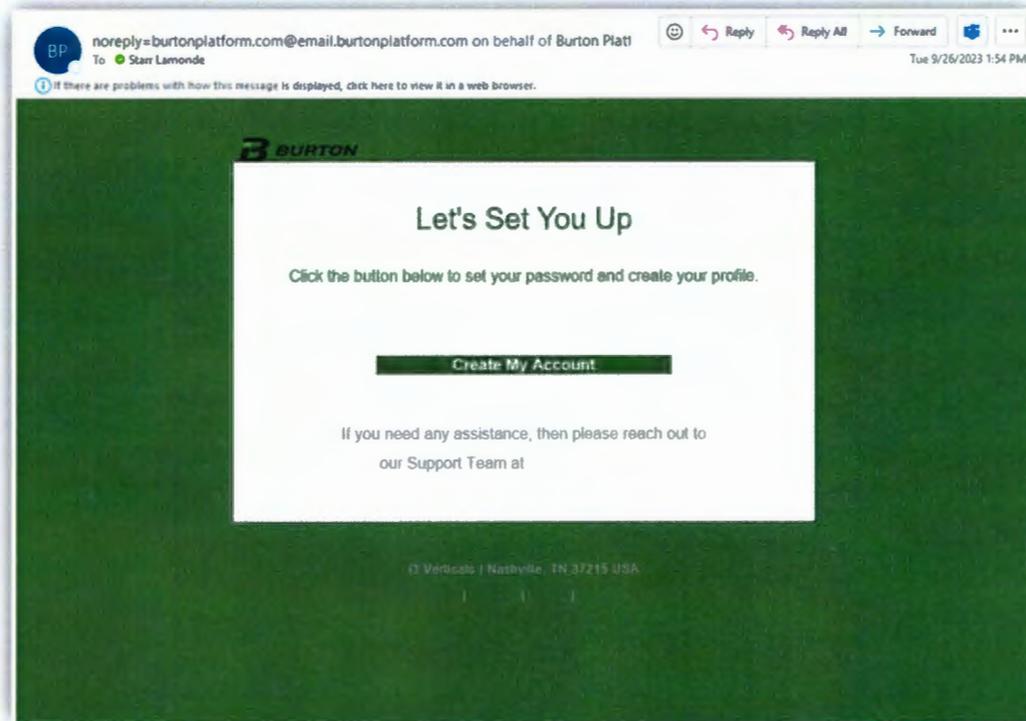
Sincerely,

A handwritten signature in blue ink that reads "Hall".

Steve Hall, New Account Coordinator

# Logging In

Once you've been invited to the Burton Portal, you will receive an email allowing you to access your merchant application. The email will come from [noreply=burtonplatform.com@email.burtonplatform.com](mailto:noreply=burtonplatform.com@email.burtonplatform.com). Follow the "Create My Account" link to set an account password. Note: This link will expire after 30 minutes. If the account is not created within 30 minutes, follow the "forgot password" link to create an account.



# Step 1: Upload Documents

After logging in you will see the following screen.

## Merchant Application

Welcome! Please use the link below to complete your application for merchant services. The application is not complete until you have filled the entire form and provided your e-signature. If you do not have the time, or all the information available, you may logout and return when you are ready. If you are NOT the individual in your organization that should be filling out this application, use the support link at the top of the page to send us an email to let us know who we should contact in your organization. Thank you!

[Merchant Application](#)

If you have a copy of a signed application, or any requested documentation, please use the following button to upload the document.

[Upload document](#)

Please use the upload button to submit a PDF of your bank letter or voided check. You may also upload a PDF of your SS-4 form, although this is not required. ***Please note that you must upload your documents before you begin the merchant application.*** The button to upload documents will no longer be available once you continue to the application.

# Step 2: Completing the Merchant Application

Before you begin, ensure you have uploaded your bank letter or voided check, as this option will no longer be available once you begin your merchant application.

Ensure you are ready to complete the application in one sitting, as there is no option to save and return to it once the "Merchant Application" button has been clicked.

To begin, click the "Merchant Application" button.

## Merchant Application

Welcome! Please use the link below to complete your application for merchant services. The application is not complete until you have filled the entire form and provided your e-signature. If you do not have the time, or all the information available, you may logout and return when you are ready. If you are NOT the individual in your organization that should be completing out this application, use the support link at the top of the page to send us an email to let us know who we should contact in your organization. Thank you!



**Note: All fields are required when completing the application. The person submitting the merchant application must be an authorized signer on the account.**

Please refer to the tables below for a description of each field and required values if applicable.

## Merchant Application

Please fill in the following form to proceed with creating of your merchant account

Public Sector Merchant Information		
Legal name	Financial contact first name	Last name
Address 1	Financial contact phone number	
Address 2	Website URL	
City	Financial contact email	
State	Postal code	Tax ID

Field	Description	Value (if applicable)
Legal Name	Legal Entity name of court. This is what is submitted on the SS-4 form and should match the courts EIN number.	
Address	The physical location of the court. <b>Note: Cannot include a PO Box.</b>	
Financial contact first and last name, and phone number	The first and last name and phone number of the person completing the application/the financial lead for the court.	

Website URL	Court's or county's website	
Financial contact email	Email address of the person completing the application/the financial lead for the court	
Tax ID	The Courts EIN tax identification number	Format: <b>xx-xxxxxxx</b>

Processing Information

**Note:** It is required that the value of **\$10,000** should be used for **High Sale Amount**. If a lesser amount is selected, you will run the risk of transactions being auto declined.

Field	Description	Value (if applicable)
Annual Sale Volume	Approximate annual volume in dollars for a total year.	Example: \$100,000
Average Ticket Amount	Approximate average transaction amount of a bundle in dollars (single payment)	Example: \$150
High Sale Amount	Approximate highest transaction amount of a bundle in dollars (single payment)	<b>REQUIRED VALUE IS \$10,000</b>
MCC	Merchant Category Code	<b>9211</b>
Description of products/services sold	Description of what people are paying for. Maximum of 100 characters.	<b>REQUIRED VALUE is "Court Costs"</b>

Add your courts banking information. **Note: Your routing number must be 9-digits. Please do not include dashes in the routing or account number.**

Please verify that you are submitting the correct bank account and type of account (Checking vs Saving). Changing this number after the application is approved requires an additional review from underwriting.



Type your Title, First and Last Name, and click continue. On the next page, you will read and accept the agreement.