

New Merchant Worksheet for Custom Credit Card Processing

Business Name (s)			
Business Legal Name:			
Business Name (Doing Business As):			
Contact Person:			
Office Phone:			
Office Fax:			
Billing address:			
Location address (if same as billing address list "same"):			
Cell/alternative phone:			
Email Address:			
Web Address:			
Merchant References			
Bank Name:			
Bank Contact:			
Bank Telephone Number:			
Bank account Number:			
Trade Reference 1: Contact Name and Telephone #:			
Trade Reference 2: Contact Name and Telephone #:			
Business Profile			
Length of Ownership:	Years	Months	
Business Open Date:			
Seasonal:	YES	NO	
High Volume Months:			
Monthly Bankcard Volume:			
Average ticket:			
Highest Ticket:			
Business Type (Circle):	Retail	Restaurant	Other (description)
Bankruptcy ever filed?	YES	NO	
Ownership Information			
Type of Ownership (Circle):	Sole Prop.	Partnership	LLC Corp. Non-profit
Federal Tax ID:			
Owner / Officer Name & Title:			
Date of Birth & Social Security number :			
Owner / Officer Home Address, City State zip and Phone Number:			
Setup Information			
PABX code to dial out: Y or N:	Y	N	#9 or # 1
Do you currently accept AMEX or Discover? If yes please provide your existing MID #'s	AMEX: DISCOVER:		
Provided a VOIDED Business Check or Bank letter and a copy of your Business License:?			