



# Merchant Processing Application and Agreement



Merchant # \_\_\_\_\_ Sales Rep: JSS Date: 1/1

## General Information

DBA (Business Name, if different than legal Name): X \_\_\_\_\_  
Corporate/ Legal Name: \_\_\_\_\_ Contact Name (First/Last): X \_\_\_\_\_

X Physical Address (No P.O. Box): \_\_\_\_\_ Suite #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

X Business Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ - \_\_\_\_\_

X Email Address: \_\_\_\_\_ X Website: \_\_\_\_\_

X Ownership Type:  Sole Proprietorship  Partnership  Non Profit  Public Corp.  Private

X Corp. Years in Business: \_\_\_\_\_ Merchant Type (SIC/MCC code): \_\_\_\_\_

Business License #: \_\_\_\_\_ X Fed Tax ID #: \_\_\_\_\_ State Tax ID #: \_\_\_\_\_

Check one:  Retail  Restaurant with Tips  Restaurant without Tips  MO/TO

Product and/or Service Description (specifically state the merchandise type or the exact services offered):

X \_\_\_\_\_

## Agreement Confirmation - Guaranty

The parties hereto agree to abide by the terms and conditions contained in the Merchant Processing Agreement to which this signage page is attached. **MERCHANT:** The undersigned hereby authorizes ACCPC to investigate the credit of each person listed on the Merchant Application and Fee Schedule and represents that he/she has the authority to provide such authorization and to execute this Agreement.

ACCPC: J. Saluk \_\_\_\_\_ Merchant: X \_\_\_\_\_  
ACCPC, Witnessed by Signature Date Signature of Officer/Owner Date  
Jon Saluk \_\_\_\_\_  
Print Name and Title of Sales Rep Print Name and Title

In exchange for ACCPC and Merrick Bank's acceptance of the Agreement, the undersigned unconditionally guarantees performance of the Merchant's obligations under the Agreement and Equipment Lease, if applicable, and the payment of all sums due thereunder, and in the event of default, hereby waives Notice of Default and agrees to indemnify the other parties for any and all amounts due from Merchant under Agreement, including all attorneys fees and costs associated with enforcement of the terms thereof. I understand that this is a Guaranty of payment and not of collection that Merrick Bank and ACCPC are relying upon this Guaranty in entering into the Agreement.

X Signature of Officer/Owner Date Print Name and Title Date

## BANK DISCLOSURE

Member Bank Information: Merrick Bank, 101 Crossway Park West, Woodbury, NY 11797 • Phone (800) 328-9155

### Important Bank Responsibilities:

1. A Visa Member is the only entity approved to extend acceptance of Visa products directly to a Merchant
2. A Visa Member is responsible for educating Merchants on pertinent Visa Operating Regulations with which Merchants must comply.
3. A Visa Member is responsible for all funds held in reserve that are derived from settlement.

4. A Visa Member is responsible for and must provide settlement funds to the Merchant
5. A Visa Member must be a principle (signer) to the Merchant Agreement.

### Important Merchant Responsibilities:

1. Ensure compliance with cardholder data security and storage requirements.
2. Review and understand the terms of the Merchant Agreement.

3. Maintain fraud and chargebacks below thresholds.
4. Comply with Visa Operating Regulations.

The Responsibilities listed above do not supersede terms of the Merchant Agreement and are provided to ensure the Merchant understands some important obligations of each party and that the Visa Member - Merrick Bank - is the ultimate authority should the Merchant have any problems.

Signature of Officer/Owner \_\_\_\_\_ Date: \_\_\_\_\_

Bank Copy - White

Sales Agent Copy - Yellow

Merchant Copy - Pink







**Other Programs**

Gift and/or Loyalty Card Program:  Yes  No Vendor: \_\_\_\_\_  
 Merchant Reporting:  Web-based  Paper

**Service Fees**

Set-Up Fees (One-time Charges)		Ongoing Service Fees (Based on Volume)		Reoccurring Fees		
Item	Charge	Card Type	Discount	Per Trans	Item	Charge
Application fee	\$ <u>0</u>	MasterCard	<u>INT + .40 %</u>	\$ <u>.10</u>	Monthly Statement	\$ <u>7.50</u>
Installation fee	\$ <u>0</u>	Visa	<u>INT + .40 %</u>	\$ <u>.10</u>	Monthly Gateway	\$ <u>/</u>
Reprogram fee	\$ <u>0</u>	Discover®	<u>INT + .40 %</u>	\$ <u>.10</u>	Web-reporting fee	\$ <u>/</u>
Gateway/Setup fee	\$ <u>0</u>	Debit Card	<u>INT + .40 %</u>	\$ <u>.10</u>	Debit Access fee	\$ <u>/</u>
Other:	\$ <u>0</u>	AMEX	<u>/</u>	\$ <u>/</u>	Monthly Wireless fee	\$ <u>/</u>
	\$ <u>/</u>	P.I.N. based	<u>/</u>	\$ <u>/</u>	Monthly Minimum	\$ <u>/</u>
	\$ <u>/</u>	<input type="checkbox"/> Flat rate	<u>/</u>	\$ <u>/</u>	Chargeback/Retrieval fee	\$ <u>35</u>
	\$ <u>/</u>	<input type="checkbox"/> Passthru plus	<u>/</u>	\$ <u>/</u>	Annual Fee	\$ <u>59</u>
Equipment Purchase	\$ <u>/</u>	Gateway fee	<u>/</u>	\$ <u>/</u>	Equipment Maintenance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other	\$ <u>/</u>	EBT	<u>/</u>	\$ <u>/</u>		
Total Amount	\$ <u>/</u>	Gift Card	\$ <u>/</u> /mo.	\$ <u>/</u>		
		Check Service	<u>/</u>	\$ <u>/</u>		

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Site Inspection**

Give a specific description of the business physical location: \_\_\_\_\_  
 \_\_\_\_\_

- Building Type:  Shopping Ctr.  Office Building  Residence  Separate Building  Other  
 Merchant:  Owns  Rents/Leases Area Zoned:  Commercial  Industrial  Residential  
 Square Footage:  0 - 500  501 - 2,500  2,501 - 5,000  5,001 - 10,000  More than 10,000

**Equipment Information**

Rental; Purchase; Customer-owned; Lease (circle one)	QTY	Equipment Manufacturer	Equipment Type: Terminal; Printer; Pin Pad	Application Type Retail; Restaurant; Lodging; Supermarket	Auto Close A.M.: <u>222</u> P.M.: <u>/</u>
<u>R</u> P C L			T P PP	R Re L S	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
R P C L			T P PP	R Re L S	Yes <input type="checkbox"/> No <input type="checkbox"/>

If PC/Register list software & version in use: \_\_\_\_\_  
 Existing  New  Comments: \_\_\_\_\_

Bank Copy - White

Sales Agent Copy - Yellow

Merchant Copy - Pink