

NAA CREDIT CARD PROGRAM MERCHANT INFORMATION

ALL INFORMATION MUST BE COMPLETED
CERTAIN FIELDS ARE ONLY REQUIRED FOR CERTAIN PROGRAMS AND ARE SO IDENTIFIED

APPLICANT INFORMATION – Principal who is applying for the Merchant Account

First Name: _____ Last Name: _____ SSN _____

BUSINESS INFORMATION – Answer ALL Questions NAA Member # _____

Business Legal Name: _____ DBA: _____

Business Address: _____ City _____ State _____ Zip _____

Mailing Address: _____ City _____ State _____ Zip _____

County: _____ (only if leasing equipment – sales tax rate)

Business Phone: _____ Business Fax: _____

E-Mail Address: _____ Contact Person: _____

Federal Tax ID No: _____ Cell Phone: _____

Legal form of Business: *(Select one)*

☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ LLC

How long have you been in your present business? _____ Years _____ Months

Date your business was established? (mm/yy) _____ / _____

How long have you been at your current location? _____ Years _____ Months

What types of Goods do you sell at your Auctions? _____

What type of business do you have?

☐ Retail ☐ Restaurant ☐ Market ☐ Auctioneer ☐ Professional ☐ Wholesale ☐ Other: _____

The Primary location of your business is considered:

☐ Store Front ☐ Office Bldg ☐ Warehouse ☐ Residential ☐ Other: _____

Do you own or lease your commercial property? ☐ Own ☐ Lease

If you lease, your landlords name: _____ Phone Number _____

What is your REFUND POLICY: _____

In what geographic areas are your products marketed and sold? _____

INTERNET, MAIL ORDER, TELEPHONE ORDER ONLY – Answer All Questions

Description of Product Sold: _____

Who owns the product? ☐ Merchant ☐ Vendor (Drop Ship Required)

How do you advertise your product? ☐ Catalog, Direct Mail/Flyers ☐ TV or Radio ☐ Internet

If Internet, list Web Page Addresses: _____

How does your customer order the product? ☐ Mail ☐ Phone ☐ Fax ☐ Internet

Name of Fulfillment House, if any: _____

Are your customers required to provide a deposit? ☐ Yes ☐ No

When you receive an authorization, how long before the merchandise is shipped? _____

Once shipped, what is your delivery time frame? ☐ 0-7 days ☐ 8-14 Days ☐ 15-30 Days ☐ 31+ Days

Shipping Method Used: ☐ Fedex ☐ UPS ☐ USPS ☐ By Merchant

NAA Cashless Commerce Merchant Information
CREDIT CARD INFORMATION – Answer ALL Questions

Do you currently accept Visa & MasterCard? ☐ Yes ☐ No

If yes, submit 3 recent months of your merchant account statements

If yes, what is your current Merchant Account Number: _____

The Following questions are based on either your actual usage if you are currently accepting credit cards or your best assumption. Your assumption is based upon your highest gross earnings. Please note that if you exceed certain limits you may have to provide additional financial information including 3 months of bank statements, a profit & loss statement and a balance sheet.

What are your average monthly Visa & MasterCard sales Volume? _____

If you are estimating, base your number on 30% of your highest gross sales in your best month. If your answer exceeds \$25,000 we will need additional financial information.

What is your average Visa & MasterCard ticket amount? _____

If you are estimating, base your number on how much each buyer spends – not the cost of an average item. If your answer exceeds \$300 we will need additional financial information.

What is your highest Ticket amount in a month? _____

If estimating, the highest sale any one bidder may spend at an auction? If higher than \$1,000 we will need additional financial information.

When you accept credit cards, what % of your transactions will be: (Numbers must total 100%)

_____ Card Swiped (Your BEST Rate)

_____ Keyed, with an Imprint of the Card

_____ Keyed, without an Imprint of the Card

What is the Sales Method of Accepting Visa & MasterCard? (Numbers must total 100%)

_____ Store Front _____ Off Premise _____ Mail/Phone Order

_____ Trade Show _____ Internet

Do you own your product or is it drop shipped? ☐ Own ☐ Drop Shipped

COMPLETE ONLY IF YOU WANT AMERICAN EXPRESS and/or DISCOVER CARD

If you currently accept American Express, enter your Merchant Number: _____

If you have never accepted American Express would you like to? ☐ Yes ☐ No

If you currently accept Discover Card, enter your Merchant Number: _____

Do you accept any other Credit Cards? ☐ Yes ☐ No

If yes, Card Name and Account Number: _____

REFERENCE INFORMATION – 2 References Required – ANSWER ALL QUESTIONS

1) Current Trade Reference – Business Name: _____

Address: _____ Contact Name _____

City _____ State _____ Zip _____ Phone Number _____

2) Current Trade Reference – Business Name: _____

Address: _____ Contact Name _____

City _____ State _____ Zip _____ Phone Number _____

BANK INFORMATION – attach a Voided Check

Your Bank Name: _____ Phone Number _____

Bank Branch: _____ City _____ State _____ Zip _____

Account Number: _____ Routing Number : _____

NAA Cashless Commerce Merchant Information

PRINCIPAL INFORMATION - % of Equity must equal 100% - *List enough Principals to total 100% - attach additional names as needed.*

What is the Principals Social Security Number: _____

What percentage of Equity does the Principal have: _____ Their Title: _____

The Principal owners full legal name: _____

The Principals Residence Address: _____

City _____ State _____ Zip _____ Home Phone _____ # Yrs. _____

Drivers License Number _____ Exp. _____ State: _____ D.O.B. _____

EQUIPMENT & PROGRAMS

☐ Reprogram – No Charge - List the EXACT Make and Model of your existing equipment:

Terminal: _____

Printer: _____

Pin Pad: _____

Other: _____

☐ New –

☐ Wireless Terminal

☐ Other _____

☐ Buy \$595

☐ Land Line Terminal

☐ Other _____

☐ Buy \$295

☐ Internet Gateway – Software _____

PROCESSING RATES

☐ Qualified Rate – 1.57%

☐ Transaction Fee - \$.25

☐ Debit Fees .35 + Network Fees

WIRELESS GATEWAY

☐ Activation Fee - \$35

☐ Monthly Access - \$9-25.00

☐ Transaction Fee - \$.05-.15

INTERNET RATES-2.19%

☐ Monthly Gateway - \$25

☐ Transaction Fee - \$.10

REQUIRED DOCUMENTS – *Attach the Following Documents when submitting*

☒ Voided Check *(with business name and address – temporary checks require a letter from the bank)*

☒ Business License *(or other official document with Business Name & Physical Address)*

☐ 3 Months of Merchant Account Processing Statements *(as required above)*

☐ 3 Months of Business Bank Account Statements *(as required above)*

☐ Profit & Loss Statement (or Schedule C from Federal Income Tax) *(for mail order accounts only)!*

☐ Balance Sheet *(for mail order accounts only)*

PROCESS

Once this ***Merchant Information Sheet*** is completed, email them to randyb@cardmastersolutions.com with the applicable required documents. For *Reprograms* allow 3 to 5 days – For *New Equipment* allow 7 to 10 days. Any questions, call Randy at **(951)588-0537**.

Initial Fees

☐ Setup Fee Waived

☐ Site Inspection Fee Waived

☐ PCI Compliance Fee \$79/year

☐ Batch Fee .25

Rates

☐ Discount Rate – Qualified Rate 1.57%

☐ Discount Rate – Mid Qual. Rate 2.09%

☐ Discount Rate – Non Qual. Rate 2.79%

☐ Transaction Fee – Card Swiped \$.25

☐ Transaction Fee – Card NOT Swiped \$.35

NAA Cashless Commerce Merchant Information

Rates guaranteed until April.

Equipment

☐ Wireless Terminal* \$595

☐ One Time Activation Fee \$35

☐ \$10-25.00 Monthly Gateway Fe

☐ Land Line Terminal \$295

\$5 Monthly Access to Debit Network (optional)

☐ Internet Processing

Qualified Rate 2.09%

Non Qualified 2.79%

Monthly Fee \$10

Transaction Fee 0.10

Dial pay

2.49% +.80/trans.