



# NEW MERCHANT PRE-APPLICATION

## Business Information

**Legal Business Name:**

**DBA Name:**

**Legal Address:**

**City:**

**State:**

**Zip:**

**DBA Address:**

**City:**

**State:**

**Zip:**

**Business Phone #:**

**Customer Service Phone #:**

**Sale Method:**

- ☐ Store Front  
☐ MOTO  
☐ E-Commerce

**Fax Number:**

**Contact Email:**

**Federal Tax ID(EIN):**

**Website URL:**

**Locations:**

**Average Ticket:**

**Monthly Volume:**

**Contact Name:**

**Products/Services being sold:**

**% Keyed:**

**% Swiped:**

**Equipment/Software Used:**

**Type of Business:**

**Business Start Date:**

## Bank Information

**Name on Bank Account:**

**Bank Name:**

**Bank Phone #:**

**Routing/Transit #:**

**Account #:**

## Principal Information

**First Name**

**Last Name:**

**Middle Initial:**

**Home Address:**

**City:**

**State:**

**Zip:**

**Home Phone #:**

**Principal Email:**

**DOB:**

**Social Security #:**

**Drivers License or Passport #:**

**Ownership %:**

**Controlling Individual:**

☐ Yes ☐ No

**Is this Principal a US Citizen:**

☐ Yes ☐ No

**Country of Origin:**



# **NEW MERCHANT**

## **Application Questionnaire**

### **Merchant's Business Information:**

**Please Explain Product Sold:**

**How does the customer purchase the product?**

**Does your company have a storefront?**

**What is the delivery time frame?**

**What is your return, cancellation, or refund policy?**

**% of business Deposits/Future Service:**

**% of business Cash & Carry:**

**Geographic area product will be marketed and sold:**

**% of international sales transactions:**

**Who owns the Product?**

**% Sales to Consumer:**

**% Sales to Business:**

**Fulfillment House Name (if any):**

**Fulfillment house Address:**

**Fulfillment House Phone #:**

**At what point is consumer paid in full?**

**How long before merchandise shipped when you receive authorization?**

**What shipping service is used to deliver products to consumers? Delivery receipt?**

**How do you advertise?**

**Are consumers required to provide deposit?**

**% or Increment**

**What is your warranty/guarantee?**

**Previous Processing? Business Seasonal?**

**Recurring Transactions or Automatic Renewal?**

**Product stored at business?**

**Who processes the order?**

