







## APPENDIX A: MERCHANT ACCOUNT CONFIGURATION FORM

**IMPORTANT: Appendix A must be completed by Merchants with active Merchant Accounts. If you DO NOT yet have a Merchant Account, you need to complete Appendix B.**

### STEP 1: CREDIT CARD TYPES THAT YOUR MERCHANT ACCOUNT IS CURRENTLY CONFIGURED TO ACCEPT

**Accepted Cards (circle all that apply):** *Visa/MasterCard American Express Discover Diner's Club JCB Enroute*

### STEP 2: MERCHANT ACCOUNT PROCESSOR CONFIGURATION INFORMATION

**Instructions:** Please provide the requested information for the processor that is associated with your Merchant Account. **You only need to provide information for ONE processor.** If you do not know this information, please contact \_\_\_\_\_ at \_\_\_\_\_, who would be happy to assist you.

#### First Data Corporation (FDC) – Nashville Platform

Merchant ID (MID) (7-11 digits): \_\_\_\_\_ Terminal ID (TID) (7-11 digits): \_\_\_\_\_

#### First Data Corporation (FDC) – Omaha Platform

Merchant ID (MID) (15 or 16 digits): \_\_\_\_\_

#### Nova

Bank # / Term BIN (6 digits): \_\_\_\_\_ Terminal ID (TID) (16 digits): \_\_\_\_\_

#### Vital

Acquirer BIN (6 digits): \_\_\_\_\_ Agent Bank # (6 digits): \_\_\_\_\_  
 Agent Chain # (6 digits): \_\_\_\_\_ Category Code (4 digits): \_\_\_\_\_ Terminal ID (TID) (4 digits): \_\_\_\_\_  
 Store # (4 digits): \_\_\_\_\_ Merchant # (12 digits): \_\_\_\_\_

#### Global

Acquirer Inst. ID (Bank ID) (6 digits): \_\_\_\_\_ Merchant ID (MID) (Usually 16 digits): \_\_\_\_\_

#### Paymentech

Client (4 digits): \_\_\_\_\_ Merchant # (Gensar #) (12 digits): \_\_\_\_\_ Terminal # (TID) (3 digits): \_\_\_\_\_

#### Concord EFS

BuyPass / Terminal # (TID) (6 digits): \_\_\_\_\_ Merchant ID (MID) (2 digits): \_\_\_\_\_

#### CardSystems Solutions

Acquirer BIN (6 digits): \_\_\_\_\_ Terminal ID (TID) (10 digits): \_\_\_\_\_

#### Lynk Systems

Acquirer BIN (6 digits): \_\_\_\_\_ Store # (4 digits): \_\_\_\_\_ Terminal # (TID) (4 digits): \_\_\_\_\_  
 Merchant # (12 digits): \_\_\_\_\_ Merchant Category Code (4 digits): \_\_\_\_\_  
 Market Type (circle one): *E-Commerce MOTO Retail*

## APPENDIX B: INTERNET MERCHANT ACCOUNT SETUP FORM

**IMPORTANT: Appendix B must be completed by Merchants in need of an Internet Merchant Account. If you ALREADY HAVE an Internet Merchant Account, you do not need to complete Appendix B. Please verify that you have completed Appendix A.**

### STEP 1: MERCHANT ACCOUNT SETUP

**Instructions:** If you need an Internet / Card Not Present Merchant Account, you must complete this setup form and fax it to your Authorize.Net Sales Representative.

Authorize.Net has relationships with leading companies in the payment processing industry to help you obtain an Internet / Card Not Present Merchant Account. Authorize.Net will review the information provided and match your application to the Merchant Account provider best suited to serve your particular business.

**Please note that this is a pre-application. There may be additional signatures and/or information requested by the account provider “underwriting” your Merchant Account application.**

Authorize.Net will contact you with your Login ID and Password. Once your Merchant Account is approved Authorize.Net will also work with the Underwriting Department of the Merchant Account provider to obtain the information needed to allow your Authorize.Net account to process “Live” transactions.

### STEP 2: COMPANY OFFICER / OWNER / PRINCIPLE INFORMATION – All fields required regardless of corporate structure of business.

Company Officer / Owner / Principal Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are there additional owners of the company? Yes No

### STEP 3: COMPANY INFORMATION

Date Established: \_\_\_\_\_ Number of Years in Current Location: \_\_\_\_\_

Description of Products or Services Sold: \_\_\_\_\_

URL (Web site address) or eBay Seller ID: \_\_\_\_\_

Are your customers required to pay a deposit when ordering? Yes No

Do you currently accept credit cards? Yes No If yes, Name of Processor: \_\_\_\_\_

If you do not now, have you ever accepted credit cards? Yes No If yes, Name of Processor: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_

Monthly Visa/MC sales (estimate): \$ \_\_\_\_\_ Average transaction amount: \$ \_\_\_\_\_

