

MERCHANT PROCESSING CREDIT ADDENDUM
(FAX/ELECTRONIC FORM)



Client's DBA Name: _____

OTHER ENCLOSURES (Check)

1. Financial Statements (2 years most recent) required for:

- ☐ Applicants with signed annual MC/VISA volumes of \$1MM or more
- ☐ Applicants seeking exemption from Tier II restrictions by meeting the following criteria:
- Submission of 2 years accountant prepared financial statements
 - 2 years business longevity
 - Personal guaranty

- ☐ Mail/Telephone Order \$1MM or greater
- ☐ Business To Business \$1MM or greater
- ☐ Internet \$1MM or greater

Note: Please consult Tier II policy guidelines for a listing of industries/businesses which may be exempt.

- 2. Brochures/Marketing Materials/Advertisement required for:** ☐ Mail/Telephone Order
- ☐ Business to Business

3. Method of Advertising:
(Attach at least one)

- ☐ Catalog ☐ Brochure/Direct Mail ☐ TV/Radio ☐ Internet
- ☐ Phone ☐ Newspaper/Journal ☐ Other (specify) _____

4. Internet (Required):

- ☐ List Web Site Address: _____
- ☐ Web Page Attached

- 5. Other:** ☐ _____

BUSINESS PREMISES

Are Your Business Premises: ☐ Owned ☐ Rented If rented, please complete the following: Renting Since: _____ Lease Expires: _____

Landlord
Name: _____

Contact
Person: _____

Phone: _____

SUPPLIER REFERENCES

**1. Business
Name:** _____

**Product/Service
Purchased:** _____

**Contact/
Account #:** _____

Phone: _____

City: _____

State: _____

ZIP: _____

**2. Business
Name:** _____

**Product/Service
Purchased:** _____

**Contact/
Account #:** _____

Phone: _____

City: _____

State: _____

ZIP: _____

**3. Business
Name:** _____

**Product/Service
Purchased:** _____

**Contact/
Account #:** _____

Phone: _____

City: _____

State: _____

ZIP: _____

MAIL/TELEPHONE ORDER / BUSINESS TO BUSINESS INFORMATION

Retail Standard 2/06

(All Questions Must Be Answered)

1. What % of total sales represent business to business

(vs. business to consumer)?

Business to Business _____% + Business to Consumer _____% = **100%** (total sales)

2. What % of bankcard sales represent business to business

(vs. business to consumer)?

Business to Business _____% + Business to Consumer _____% = **100%** (bankcard sales)

3. Time frame from transaction to delivery:

% of orders delivered in: 0-7 days _____% + 8-14 days _____% + 15-30 days _____% + over 30 days _____% = **100%**

4. MC/Visa sales are deposited (check one):

- ☐ Date of order ☐ Date of delivery ☐ Other (specify): _____

5. Who performs product/service fulfillment?

- ☐ Direct ☐ Vendor If Vendor, add name, address, phone. ☐ Other (specify): _____

Describe how the transaction works, from order taking to merchant fulfillment (attach add'l. sheet, if necessary): _____

6. Does any of your cardholder billing involve automatic renewals or recurring transactions (i.e., cardholder authorizes initial sale only)? ☐ Yes ☐ No

Comments: _____