	Rep Name:	Merchant:		
Timeline	**Set Up Information**			
Signed:	Attached: Banking (no starter checks)	3 Mo. Processing Stmts	Owner's Driver's License	
	For New Businesses:	Business License or Utility Bill	Other:	
Received:	**Tier 1:**	Retail: Volume $0-$250,000/month, Average Ticket Less Than $1,000		
	Tier 2:	MOTO: Volume $0-$150,000, Average Ticket Less Than $1,000		
	Tier 3:	Retail: Volume $250,000 or Greater/month, Average Ticket Less Than $1,000		
Illegible:	**Required:**	2 years business financials or 2 years tax returns		
	Tier 4:	Retail: Volume $0-$250,000/month, Average Ticket Greater Than $1,000		
		MOTO/Internet: Volume $0-$150,000/month, Average Ticket Greater than $1,000		
Incomplete:	**Required:**	2 years business financials or 2 years tax returns		
	Tier 5:	Retail: Volume $250,000 or Greater/month, Average Ticket Greater Than $1,000		
		MOTO/Internet: Volume $150,000 or Greater/month		
Complete:		2 years audited business financials or 2 years tax returns		
		6 months processing statements		
		3 months bank statements		
Pended:	Equipment Type: Terminal POS/Gateway			
	Install to be done by: Rep Axia POS/Gateway Provider Expected Install Date			
	Starter kits supplies provided by (terminal only): Rep Axia (ship or drop off)			
Info Rcvd:	Org. Name: Region: Sub-Region:			
	Partner: Pmt Info: % Profit or % Vol. (Basis Pts). % of Gross: %			
Approve/Decline:	Referrer: Pmt Info: % Profit or % Vol. (Basis Pts). % of Gross: %			
	Reseller: Pmt Info: % Profit or % Vol. (Basis Pts). % of Gross: %			
File Built:	Notes:			

Merchant Info Questionnaire

For Card Present Merchant:

Does the merchant have Debit?	Yes	No Pin Pad Type? _____	JR's encrypted-S/N _____
Does the merchant do autoclose?	Yes	No Time: _____	Pin Pad Encryption RA Attached?
Does the merchant do gift cards?	Yes	No	
Does the merchant have check guarantee?	Yes	No Info: _____	
Does the merchant accept Amex?	Yes	No Please request new	
Does the merchant accept Discover?	Yes	No If yes, Axia will request new	
Are they using a POS?	Yes	No Contact info: _____	

    FOR RESTAURANT MERCHANT:

Does the merchant do Tips?	Yes	No
Does the merchant do Server #s?	Yes	No

For MICROS Merchant:

What type of Micros system does the merchant have?　　IP　　Dial-Up

How will the additional per item fee be handled?

    Included In Pricing/Billed to Rep　　　　Bill Merchant (ACH AUTHORIZATION FORM ATTACHED)

For Axia Gateway Merchant:

What package?　　Silver　　Gold* (Please select:　Customer Database or　Fraud Package)　　Platinum*

    Additional $5 monthly fee for Gold. Additional $10 monthly fee for Platinum

Retail Swipe Enabled?　　Yes　　No

ePay Charge Software?　　Yes　　No　　Number of ePay Charge Licenses ___

How will the billing of gateway fees be handled?

    Included In Pricing/Billed to Rep　　　　Bill Merchant (ACH AUTHORIZATION FORM ATTACHED)

For MOTO/Internet Merchant:

Does the merchant accept Amex?	Yes	No Please request new
Does the merchant accept Discover?	Yes	No If yes, Axia will request new

Internet Merchants: Does the merchant store credit card numbers online?　　Yes　　No

If applicable, please fill in name of web developer & Gateway: _____

Company _____　　　　Gateway _____

Contact _____　　Phone _____　　Email _____