



| Timeline | Rep Name: | Merchant: |
|------------------|--|--|
| | Set Up Information | |
| Signed: | Attached: Banking (no starter checks) | 3 Mo. Processing Stmt's 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 |
| | Starter kits supplies provided by (terminal only): | Rep Axia (ship or drop off) |
| Info Rcvd: | Partner: | Pmt Info: % Profit or % Vol. (Basis Pts). % of Gross: % |
| | Referrer: | Pmt Info: % Profit or % Vol. (Basis Pts). % of Gross: % |
| Approve/Decline: | Reseller: | Pmt Info: % Profit or % Vol. (Basis Pts). % of Gross: % |
| | Notes: | |
| File Built: | | |

| 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 _____ |