

Merchant Application and Set Up Cover Sheet

	Rep Name:	Merchant:
Timeline	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
	Go-Live to be done by	Rep Axia POS/Gateway Provider Expected to Go-Live
	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*
	<i>*Additional \$5 monthly fee for Gold. Additional \$10 monthly fee for Platinum</i>	
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 _____