



# NAA Credit Card Program

## M E R C H A N T I N F O R M A T I O N

ALL INFORMATION MUST BE COMPLETED ■ CERTAIN FIELDS ARE ONLY REQUIRED FOR CERTAIN PROGRAMS AND ARE SO IDENTIFIED

### APPLICANT INFORMATION (PRINCIPAL WHO IS APPLYING FOR THE MERCHANT ACCOUNT)

First Name Last Name SSN

### BUSINESS INFORMATION - ANSWER ALL QUESTIONS

NAA MEMBER #:

Business Legal Name DBA

Business Address City State Zip

Mailing Address City State Zip

County (only if leasing equipment - sales tax rate)

Business Phone Business Fax

E-Mail Address Contact Person

Federal Tax ID No Cell Phone

#### Legal form of Business: (Select one)

- Sole Proprietor
- Partnership
- Corporation
- Non-Profit
- LLC

How long have you been in your present business? \_\_\_\_ Years \_\_\_\_ Months

Date your business was established? (mm/yy) \_\_\_\_/\_\_\_\_

How long have you been at your current location? \_\_\_\_ Years \_\_\_\_ Months

Do you own or lease your commercial property?  Own  Lease

Landlords Name Phone Number

What types of Goods do you sell at your Auctions?

\_\_\_\_\_  
\_\_\_\_\_

What is your REFUND POLICY:

\_\_\_\_\_  
\_\_\_\_\_

#### What type of business do you have?

- Retail
- Restaurant
- Wholesale
- Other: \_\_\_\_\_

#### The Primary location of your business is considered:

- Store Front
- Office Bldg
- Warehouse
- Residential
- Other: \_\_\_\_\_

In what geographic areas are your products marketed and sold?

\_\_\_\_\_  
\_\_\_\_\_

# NAA CREDIT CARD PROGRAM - MERCHANT INFORMATION

## INTERNET, MAIL ORDER, TELEPHONE ORDER ONLY - ANSWER ALL QUESTIONS

Description of Product Sold:

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Who owns the product?  Merchant  Consignment

How do you advertise your product?

Catalog, Direct Mail/Flyers  TV or Radio  Internet

If Internet, list Web Page Addresses:

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How does your customer order the product?

Mail  Phone  Fax  Internet

## CREDIT CARD INFORMATION - ANSWER ALL QUESTIONS

The Following questions are based on either your actual usage if you are currently accepting credit cards or your best assumption. Your assumption is based upon your highest gross earnings. Please note that if you exceed certain limits you may have to provide additional financial information including 3 months of bank statements, a profit & loss statement and a balance sheet.

Do you currently accept Visa & MasterCard?

Yes  No

If yes, submit 3 recent months of your merchant account statements

If yes, what is your current Merchant Account Number:

When you accept credit cards, what % of your transactions will be:

(Numbers must total 100%)

\_\_\_\_\_ Card Swiped (Your BEST Rate)

\_\_\_\_\_ Keyed, with an Imprint of the Card

\_\_\_\_\_ Keyed, without an Imprint of the Card

What is the Sales Method of Accepting Visa & MasterCard?

(Numbers must total 100%)

\_\_\_\_\_ Store Front \_\_\_\_\_ Off Premise \_\_\_\_\_ Mail/Phone

\_\_\_\_\_ Trade Show \_\_\_\_\_ Internet

Do you own your product or is it drop shipped?

Own  Consignor

## COMPLETE ONLY IF YOU WANT AMERICAN EXPRESS and/or DISCOVER CARD

If you have never accepted American Express would you like to?

Yes  No

If you have never accepted Discover would you like to?

Yes  No

Do you accept any other Credit Cards?

Yes  No

Name of Fulfillment House, if any:

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Are your customers required to provide a deposit?  Yes  No

When you receive an authorization, how long before the merchandise is shipped? \_\_\_\_\_

Once shipped, what is your delivery time frame?

0-7 days  8-14 Days  15-30 Days  31+ Days

Shipping Method Used:

Fedex  UPS  USPS  By Merchant

What are your average monthly Visa & MasterCard sales Volume?

\_\_\_\_\_

If you are estimating, base your number on 30% of your highest gross sales in your best month. If your answer exceeds \$25,000 we will need additional financial information.

What is your average Visa & MasterCard ticket amount?

\_\_\_\_\_

If you are estimating, base your number on how much each buyer spends – not the cost of an average item. If your answer exceeds \$300 we will need additional financial information.

What is your highest Ticket amount in a month?

\_\_\_\_\_

If estimating, the highest sale any one bidder may spend at an auction? If higher than \$1,000 we will need additional financial information.

If you currently accept American Express, enter your Merchant Number:

If you currently accept Discover Card, enter your Merchant Number:

If yes, Card Name and Account Number:

# NAA CREDIT CARD PROGRAM - MERCHANT INFORMATION

## REFERENCE INFORMATION – Two References Required - ANSWER ALL QUESTIONS

### 1) Current Trade Reference

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

### 2) Current Trade Reference

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

## BANK INFORMATION – ATTACH A VOIDED CHECK

Your Bank Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Bank Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

## PRINCIPAL INFORMATION

Principal's Social Security Number: \_\_\_\_\_

Principal's Residence Address \_\_\_\_\_

What percentage of Equity does the Principal have? \_\_\_\_\_ %

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal owner's full legal name \_\_\_\_\_

Home Phone \_\_\_\_\_ # Yrs. \_\_\_\_\_

Principal's Title: \_\_\_\_\_

Drivers License Number \_\_\_\_\_ Exp. \_\_\_\_\_

State: \_\_\_\_\_ D.O.B. \_\_\_\_\_

## COMPLETE FOR CHECK RECOVERY ONLY

How many NSF Checks do you receive every month? \_\_\_\_\_

What is the Name on the Account: \_\_\_\_\_

Bank Branch Address: \_\_\_\_\_

Bank Branch Name: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main contact \_\_\_\_\_

Fax Number \_\_\_\_\_

## EQUIPMENT & PROGRAMS

### Reprogram – No Charge

List the EXACT make and model of your existing equipment:

Terminal: \_\_\_\_\_

Printer: \_\_\_\_\_

Pin Pad: \_\_\_\_\_

Other: \_\_\_\_\_

### New –

Wireless Terminal

Buy \$1695

\*\*Lease \$56.95 - 48 Months

### "Land Line" Terminal

Other \_\_\_\_\_

Buy \$795

\*\*Lease \$29.95 - 48 Months

Internet Gateway – Plug-N-Pay or Authorize.net

Internet Gateway – Reprogram (Separate Account)

Check Recovery – No Charge

\*\* Rates based on preferred A or B credit. Challenged personal credit will be appropriately higher

**REQUIRED DOCUMENTS**

Attach the Following Documents Attach when submitting this form

- Voided Check (with business name and address – temporary checks require a letter from the bank)
- Business License (or other official document with Business Name & Physical Address)
- 3 Months of Merchant Account Processing Statements (as required above if currently processing)
- 3 Months of Business Bank Account Statements (as required above if high ticket is above \$1000)
- Profit & Loss Statement (or Schedule C from Federal Income Tax) (as required above)
- Balance Sheet

**PROCESS**

Once this **Merchant Information Sheet** is completed, fax to CardMaster Solutions at (877) 834-7123 with the applicable required documents.

They will fax back a form packet that must then be signed and faxed back to them.

For Reprograms allow 3 to 5 days – For New Equipment allow 7 to 10 days. Any questions, call Randy at (866) 324-CARD (2273).

**PROCESSING RATES**

- Qualified Rate – 1.67%
- Transaction Fee - \$.35
- Debit Fees \$.35 + Network Fees

**WIRELESS ACCESS**

- Activation Fee - \$35
- Monthly Access - \$9.00-25.00
- Transaction Fee - \$.05-.10

**INTERNET RATES-2.29%**

- Set Up - \$99.95
- Monthly Gateway - \$20
- Transaction Fee - \$.20

**INITIAL FEES**

- Setup Fee Waived 2.77
- Site Inspection Fee Waived
- Reprogram existing Terminal Waived

**MONTHLY FEES**

- Statement Fee Waived
- Monthly Minimum Waived
- Batch Fee .25

**RATES**

- Discount Rate – Qualified Rate 1.67%
- Discount Rate – Mid Qual. Rate 2.29%
- Discount Rate – Non Qual. Rate 2.77%
- Transaction Fee – Card Swiped \$.25
- Transaction Fee – Card NOT Swiped \$.35

**Rates guaranteed until April**

**Dial Pay 2.49% + .80**

**“LAND LINE“**

- “Land Line” Terminal \$795 or 48 Month Lease \$29.95\*\*  
\$5 Monthly Access to Debit Network  
\$35 Debit Encryption Fee  
\$50 Lease Application Fee

**EQUIPMENT WIRELESS**

- Wireless Terminal \$1695 or 48 Month Lease \$56.95\*\*
- \$50 Lease Application Fee
- One Time Activation Fee \$35
- \$9-25.00 Monthly Gateway Fee
- Nextel Network also available
- One Time Activation Fee \$50
- \$15.00 Monthly Gateway Fee
- .10 Transaction Fee

**CHECK GUARANTEE RATES**

1.59% & .25/Transaction  
\$25.00 Monthly Minimum  
\$10.00 Statement Fee

**EQUIPMENT**

MagTek Reader \$300  
RDM Reader \$700

\*\* Rates based on preferred A or B credit. Challenged personal credit will be appropriately higher

– as determined by the lease company.