



New Account Set-Up Process & Procedures

Forms to be completed:

1. Merchant Application – please complete the Principal Officer section with your Social Security Number, Date of Birth and Residential Address and Phone Number (Please sign as indicated on page 3 at Principal Authorized Signer and Guarantor Authorized Signer)
2. IRS W-9 Form- Please sign as indicated.

Here is what else we need:

1. Copy of Driver's License for owner signing the application.
2. Copy of your current Occupational, Business License or a copy of the first page of Articles of incorporation.
3. A VOID check from your business checking account with the business name imprinted on check. If it is a new check with no name on it then we will need a letter from your bank stating your business name and that you have a business account set up with the bank with the routing number and account number on the letter.

Here is what we need to know:

1. Type of equipment you currently process credit cards on and the number of machines?
 - a. Credit Card Machine type _____, Model Number _____, Number of Machines _____ and is it Dial or Processing over the Internet? (Dial) (IP) Circle One.
 - b. If POS equipment, we need the POS Type _____ and Version Number _____.
2. Is there a Pin Pad attached to your credit card machine or POS System?
 - a. Need Pin Pad type _____ Model Number _____.
- 3. If you accept American Express, we need your current American Express MID# _____.**
4. If you do not accept American Express you will be set up with American Express at the same rates as you are paying for Visa & MasterCard.

Once we have all of this information, we will submit the entire package to our Underwriting Dept. for approval and Download information for your equipment. This process usually take anywhere from 4 to 6 hours if we have everything.

Thank you for allowing us the opportunity to serve you merchant processing needs. We are always here to help and want to please. You are the most important factor in this process.

If you have any questions please don't hesitate to contact **Ed Crain @407-694-4673** or **Suzi Adams @407-963-7669** or call direct to our **Office@ 800-670-8064**. Please scan all forms and email to: merchantservices@eglobalbsi.com or **fax to 321-445-5558**.