

Client Worksheet

Please return by fax:

or email to:

Merchant "Doing Business As" Name

Legal Business Name

Physical Location Address (No PO Box#)

Legal Address

City State Zip

City State Zip

Phone # Tax ID # (9 digits)

Phone # Years in Business Number of Locations

Contact Name Phone #

☐ Sole Prop ☐ Corp ☐ LLC ☐ Partnership ☐ Government

Contact Email Address

☐ 501(c)(3) ☐ 501(c)(5) ☐ 501(c)(7) ☐ Professional Assoc.

Website

Type of Ownership (Please Select)

Products and/or Services Sold

PREFERRED CONTACT INFORMATION

Contact Method

Address for Charge-backs

Address for Statements

Paperless Delivery

Email Address or Fax # for Paperless Delivery

Bankruptcy

Bankruptcy Date

BANKING INFORMATION ALL FIELDS REQUIRED

Estimated Annual Credit Card Volume (Visa/MC/Discover/Amex)

Estimated Average Ticket

Highest Single Ticket

Bank Routing Number

Bank Account Number

Explanation of When High Ticket May Occur

SALES PROFILE (MUST = 100%)

Card Swiped (face-to-face) % Manually Keyed/Recurring Payments % eCommerce (Website)/Patient Portal %

Does the Merchant Accept Transaction Before the Customer Receives the Product or Service? Yes No

AUTHORIZED SIGNER ALL FIELDS REQUIRED

Name (First and Last)

Date of Birth

Social Security Number

Title

Physical Home Address (NO PO Boxes)

City

State

Zip Code

% of Ownership

Phone Number

Years There

Do You Own or Rent?

Own

Contact Email Address

Are you related to anyone in executive, legislative, administrative or judicial branch of any government elected Yes No

Client Worksheet

ALL OWNERS WITH 25% OWNERSHIP OR MORE IN THE BUSINESS **ALL FIELDS REQUIRED**

OWNER #1

Name (First and Last)	Date of Birth	Social Security Number	Title		
Physical Home Address (NO PO Boxes)	City	State	Zip Code	% of Ownership	
Phone Number	Years There	Do You Own or Rent? ☐ Own ☐ Rent			

OWNER #2

Name (First and Last)	Date of Birth	Social Security Number	Title		
Physical Home Address (NO PO Boxes)	City	State	Zip Code	% of Ownership	
Phone Number	Years There	Do You Own or Rent? ☐ Own ☐ Rent			

OWNER #3

Name (First and Last)	Date of Birth	Social Security Number	Title		
Physical Home Address (NO PO Boxes)	City	State	Zip Code	% of Ownership	
Phone Number	Years There	Do You Own or Rent? ☐ Own ☐ Rent			

OWNER #4

Name (First and Last)	Date of Birth	Social Security Number	Title		
Physical Home Address (NO PO Boxes)	City	State	Zip Code	% of Ownership	
Phone Number	Years There	Do You Own or Rent? ☐ Own ☐ Rent			

IF YOU ARE A PROPERTY MANAGEMENT COMPANY, PLEASE COMPLETE THE FOLLOWING:

Property Management Company Name			Property Management Signer		
Signer Address (NO PO Boxes)			Signer Title		Signer % of Ownership
Signer City	Signer State	Signer Zip Code	Signer Social Security Number		Signer Date of Birth
Signer Phone Number		Signer Years There			

IMPORTANT: ATTACH VOIDED CHECK BELOW

Please scan/email or
fax a voided check with
this worksheet for your
deposit account. It
must have the company
name imprinted on it).

Tom's Restaurant
103 Main Street
Anytown, ST 12345

DATE: / /

VOID

TO THE ORDER OF: \$

_____ DOLLARS.

MEMO _____

0:222222222 0: