

Merchant Application

*Print this form and follow as you fill in the application.

1. Business Information

Fill in ALL information completely and legibly. Fill in ACA member # next to your dba (Doing Business As) name.

2. Owners/Partners/Officers

Fill in ALL information for each owner. List the principal owner's name first with percentage of ownership. If less than 51% ownership, the second owner's information is required. SS# is very important!

3. Merchant Profile Section

Check Type of Ownership box. Fill in years in business and length of current ownership. If new in business, fill in NEW. Check appropriate Prior Bankruptcy box.

4. (p.2) Fill in DBA on Merchant line at top of page.

5. Sign and date at Personal Guarantee and Authorized Signer for Business. Also sign at Corporate Resolution if a corporation.

6. (p.3) Fill in DBA on Merchant line at top of page.

7. Bank Information

Fill in ALL information. Routing # is 9 digits on your check. Account number usually follows.

8. Site Inspection

Check appropriate boxes. Fill in Landlord and phone if applicable. If you operate out of your home, check residential.

9. Hardware/Software

This is pre-filled except for your name and phone number by Contact:

10. Shipping Information

Fill in what address the Welcome Kit should be sent to.

11. Merchant Document Requirements

Please provide ALL information from the checklist on p. 3 and FAX to Teri Snyder at 805-480-4960.

Terms and conditions of contract are on p.4-12. They are there for your files.

If you have questions, please call Teri Snyder at 866-222-2112 (8AM-4:30PM PST) , or Carole Peterson-Baker at 1-888-553-9425 (9AM-5PM CST)