



# Pre-Application

## Credit Card &/or Electronic Check Processing

Date: \_\_\_\_\_

PLEASE PRINT CLEARLY and fax back to: 713-334-1315

General Information													
Legal Name/Business Entity:				Doing Business As:									
Physical Address:				Mailing Address:									
City/State/Zip Code:				City/State/Zip Code:									
Contact Name:				Business Phone:									
Federal Tax ID:				Business Fax:									
Email:				Website Address:									
Time in Business—Years:		Months:		Date Business Started or Acquired:									
Number of Locations:		Location Square Footage:											
Ownership— <b>Circle One</b> :					Merchant Type— <b>Circle One</b> :								
Sole Owner		Partnership		Private Corp		LLC		Retail		Mail/Telephone Order		Trade Show/Mobile	
Public Corp		Nonprofit		Other _____		Internet		Restaurant		Home-based Business			
Has applicant ever processed before? Yes No				Has applicant ever been terminated from processing? Yes No									
Specific Type of Business and Product(s)/Service(s) sold:				Number of days until Product/Service is delivered:									
				Business Hours:									
Principal Officer/Owner Information													
Primary Name:			Title:			% Ownership:							
Home Address:			City:			ST:	Zip						
Home Phone:			SSN:			DOB:							
Have You Lived Here LESS Than 3 Years?			Yes	No	DL #:		State:						
Second Name:			Title:			% Ownership:							
Home Address:			City:			ST:	Zip						
Home Phone:			SSN:			DOB:							
Have You Lived Here LESS Than 3 Years?			Yes	No	DL #:		State:						
References—ALL REQUIRED													
Bank Name:			Phone:		Account #:								
Bank Address			Contact:		9 Digit Routing #:								
Primary Supplier:			Account #:		Phone:		Contact:						
Supplier Address:			City		State		Zip						
Second Supplier:			Account #:		Phone:		Contact:						
#2 Supplier Address:			City		State		Zip						
Landlord:			Circle one: Own Rent		Phone:		Contact:						
Setup Features: (Circle/Mark Box if Interested.)													
Credit Card Processing:		AMEX	Debit Card Processing (Pin Pad Extra):			Gift/Loyalty Cards:		E-Commerce/Web Design:					
Free NSF Bad Check Recovery:		Discover	Electronic Check Conversion:			Automated Payments:		Check Guarantee:					

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### Business Profile Information

Legal Name/Business Entity:	Business Phone Number:
Describe (in detail) the services/products you sell and the average prices they are sold for: (Ex: Children's books sold for around \$10 plus tax.)	
Explain how you market your services or products from advertising to shipping:	
Please explain WHERE and HOW you advertise. (Be sure you can supply proof, such as ads, brochures, catalogs, websites, or product sample.)	
Describe where the inventory is stored and how you fill your orders (if applicable). If the orders are drop shipped, please supply the name, address, phone, and contact person at the Company that will be drop shipping for you.	
For those providing a service, please explain billing policies (i.e. one time fee, monthly billing, etc.):	
Please explain how far in advance the charge is made, the cancellation policy, and how far in advance is a notice required for a refund, and what kind of notice (written, verbal, 30 day, etc.):	
Please list and explain any potentially NEGATIVE marks on your credit record (bankruptcy, repossessions, judgments, liens, etc) that could affect your application from getting approved by the bank:	

Monthly Average Sales per Card Type:		Estimate in regards to credit card sales ONLY:		Credit Card Acceptance:	
Visa	%	Average Sales Ticket:	\$	Swiped (Face to Face)	%
MasterCard	%	HIGH Sales Ticket:	\$	Keyed In (Card <u>NOT</u> Present)	%
Discover	%	Average Monthly Volume:	\$	Phone/Internet (Keyed In)	%
JCB/Diners/Other	%	Projected Monthly Volume	\$	Keyed with Card Imprint	%
<b>Total =</b>	<b>100 %</b>			<b>Total =</b>	<b>100 %</b>

*Please Note: As a benefit to you, there is NO cost or obligation for this analysis. This form is necessary to obtain accurate information about your organization. **It is NOT a contract for service.** If you choose to apply for our discount credit card processing after our review, we will provide a formal application. All information is held in strict confidentiality. For questions, please call our office at: 713-899-5993*

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