

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

Legal Company/Org. Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

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

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

This phone number will display on the Customer's bank or credit card statement below the \$ amount in case they need to contact the you.

Email address: \_\_\_\_\_

## Contract Checklist:

Application Form- Provides information on your organization

Automatic Payment Collection Agreement - Agreement for EFT processing

Merchant Agreement - Provision for processing credit card payments through Fiserv's (CheckFree's) processor

Patriot Act Addendum - (Required for merchant card processing) Include an enlarged photocopy of application/contract signer's drivers license and your Articles of Incorporation cover sheet (state seal) is preferred. Second choice: Tax Return, Corporate Resolution, Business Financial Statements, Government issued Business License, Partnership Agreement or SEC filing.

Fee Addendum - Signed - Acknowledgement of the fees

Voided Check - Provides information necessary for the deposit of collected funds into your organization's bank account

Implementation check- Payable to Fiserv (CheckFree) (or fill out the implementation Fee Debit Authorization Form)

Credit Information - last two months bank statements Note: If monthly processing volume is over \$25,000 per month, you need to include your two most recent years of financial statements or business tax returns.

Fax/scan completed documents to:

George Eusterman  
Egiving Systems  
16730 Mountain View Rd  
Mount Vernon, WA 98274  
888-780-4483  
Fax: 888-977-1170  
[george@egivingsystems.org](mailto:george@egivingsystems.org)  
[www.egivingsystems.org](http://www.egivingsystems.org)

### Privacy at Fiserv (CheckFree)

We collect, retain and use information about customers only to help us administer our products and services. We do not provide non-public personal information, which includes financial information, to other companies including independent telemarketing or direct mail marketing companies.

We gather information about customers to protect them, to properly identify them and to validate their identity.

Protecting confidentiality helps maintain the trust of our customers. Most of the information we have access to is "confidential" data.

### Confidential Data

Confidential data is any information in the possession of the company which has not been released to the general public.

This always includes:

- company financial data
- marketing/sales information
- client payment information
- client banking information
- customers lists
- training and operations, material and memoranda
- personnel records
- computer code
- trade secrets
- pricing information
- confidential information recieved from partners and vendors

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## Setup Questionnaire

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This form is designed to speed the process of creating your new EFT account with CheckFree Services. Please answer the questions and return this document with your order documents.

**DBA:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Fed Tax ID:** \_\_\_\_\_

**Bank Reference:** \_\_\_\_\_ (Identify the name of your bank to use as a reference.)

**Bank Phone Number:** \_\_\_\_\_

1. Do you want CheckFree Services to "Resubmit" any transaction that is returned?  Yes  No

**Note:** The "Resubmit" option (applies only to ACH transactions) allows CheckFree Services to represent a checking account transaction that has failed for insufficient funds after the first collection attempt. If the item is returned after the second collection attempt, then CheckFree Services returns the payment and deducts it from the client's account. The benefit to being set up with the resubmit option is that 80% of the ACH transactions are successful after being represented.

Please provide the address where you want Credit Card Chargeback notifications mailed (corporate address, physical club location, other)?

Address  
Line 1: \_\_\_\_\_

Address  
Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip  
code: \_\_\_\_\_

2. Do you plan on accepting American Express or Discover as forms of payment?  Yes  No

If yes, do you have merchant ID's?  Yes  No

If so, please list the Merchant ID(s):

American  
Express: \_\_\_\_\_

Discover: \_\_\_\_\_

**Note:** CheckFree Services does not provide Merchant ID's for American Express or Discover. Please contact each organization for your Merchant Accounts.

American Express: 800-445-2639 option 2 (Customer service: 800-528-5200)

Discover: Please complete the Discover Number Addition Request from below and fax to (513) 534-3405

Initial \_\_\_\_\_