

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