

# Authorize.Net

Your Gateway to IP Transactions™

## Fax Cover Sheet and Application Checklist

Attention:	From:
Company: <b>Authorize.Net</b>	Date:
Fax Number: <b>(801) 492-6546</b>	Total No. of Pages (including cover):
Reseller Name: Web Spinners, Llc.	Reseller ID: 1517

---

## Checklist for Submitting an Authorize.Net® Payment Gateway and Optional Merchant Account Set-up Form

---

**If You Have an Existing Merchant Account:** Complete and fax the following pages:

- Payment Gateway and Optional Merchant Account Setup Form**
- Authorization for Single Direct Payment**
- Appendix A: Merchant Account Configuration Form**

**Authorize.Net® Payment Gateway Fees:**

One-Time Set up Fee:	<b>\$149</b>
Monthly Gateway Fee:	<b>\$20</b>
Per-Transaction Fee	<b>\$0.10</b>

**If You Need a Merchant Account:** Complete and fax the following pages:

- Payment Gateway and Optional Merchant Account Setup Form**
- Authorization for Single Direct Payment**
- Appendix B: Internet Merchant Account Setup Form**

Authorize.Net has several merchant account partners that can help you obtain a merchant account. Actual rates and fees will be presented to you before you commit to a merchant account from one of our partners.

**Estimated Merchant Account Fees (In addition to the Authorize.Net® Payment Gateway Fees):**

One-Time Setup Fee:	<b>\$0</b>
Monthly Service/Statement Fee:	<b>\$9.95</b>
Transaction Fee:	<b>\$0.25</b>
VISA/MasterCard Qualified Discount Rate:	<b>2.39%</b>
Monthly Processing Minimum Fee *:	<b>\$25.00</b>

For information regarding large volume pricing, please call (866) 437-0476

**\*Monthly Processing Minimum Fee:** There is a \$25.00 Monthly Processing Minimum Fee for every merchant account. This is the minimum amount you must pay each month for your Visa/MasterCard processing. However, this fee is only billed when it is not exceeded by your monthly transaction fees. **Example:** If your rate is 2.39% and you sell **\$1200** in goods or services during one month, your total Visa/MasterCard processing fees would be \$28.68 (\$1200 x 2.39% = \$28.68). This amount is greater than the \$25.00 Monthly Processing Minimum Fee, so you would not be billed the minimum fee for the month.

# Authorize.Net

Your Gateway to IP Transactions™

## PAYMENT GATEWAY SETUP FORM

**ATTENTION: Sales Department** **RESELLER NAME:** Web Spinners, Llc.

**ID:** 1517

**Instructions:** Please fax the completed setup form to 801-492-6546. If you have any questions about this form, please call our **Sales Department** at (866) 437-0476 or by e-mail at [sales@authorize.net](mailto:sales@authorize.net)

### STEP 1: COMPANY INFORMATION

**Company Name:** \_\_\_\_\_

**Company Officer / Owner / Principal Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Tax ID or Social Security Number:** \_\_\_\_\_

**Company Address (No P.O. Boxes):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Company Phone Number:** \_\_\_\_\_ **Company Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Business Type (circle one):** *Corporation* *Non-Profit Corporation* *LLC* *Sole Proprietorship* *LLP*

**Market Type (circle one):** *Card Not Present (CNP)/E-commerce* *Mail Order/Telephone Order (MOTO)* *Card Present (CP)/Retail*

**Software Used to Submit Transactions to Authorize.Net:** \_\_\_\_\_

**Detailed Description of Products or Services Sold:**  
\_\_\_\_\_

### STEP 2: PAYMENT AND ACCOUNT INFORMATION – IMPORTANT: You must also complete the “AUTHORIZATION FOR SINGLE DIRECT PAYMENT” form on Page 2

**FEES:** **Non-Refundable Setup Fee:** \$149  
**Monthly Gateway Fee:** \$20  
**Per-Transaction Fee:** \$0.10

**Monthly Gateway & Per-Transaction Fee.** Authorize.Net shall charge Company a Monthly Gateway Fee and Per-Transaction Fee in the amounts provided above. Billing shall commence upon the execution date of this Account Setup Form and such fees will be billed automatically on a monthly basis to the bank account provided on page 2.

**Non-Refundable Setup Fee:** Company agrees to pay to Authorize.Net a one-time non-refundable fee in the amount written above for the setup of Company’s payment gateway account and access to the Authorize.Net Services (the “Setup Fee”), pursuant to the attached Authorization for Single Direct Payment (ACH Debit) form.

**Company agrees that by signing below: (i) it permits Authorize.Net to share any and all information contained herein with its service partners for the purpose of establishing a Merchant Account, if applicable: and (ii) further agrees to be bound by the terms and conditions set forth in the Authorize.Net Service Agreement, incorporated herein by reference, which can be found at: [http://www.authorizenet.com/files/Authorize.Net\\_Service\\_Agreement.pdf](http://www.authorizenet.com/files/Authorize.Net_Service_Agreement.pdf).**

Company’s signature confirms acceptance of the Setup, Monthly, and Per-Transaction fees.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Title:** \_\_\_\_\_

### Optional Services:

**Automated Recurring Billing (ARB)**  
Setup Fee - \$0.00  
Monthly Fee - \$10.00

Add ARB to account  
(please circle)  
**Yes No**

**Fraud Detection Suite (FDS)**  
Setup Fee - \$0.00  
Monthly Fee - \$5.00

Add FDS to account  
(please circle)  
**Yes No**



## APPENDIX A: MERCHANT ACCOUNT CONFIGURATION FORM

**IMPORTANT: Appendix A must be completed by Merchants with active Merchant Accounts. If you DO NOT yet have a Merchant Account, you need to complete Appendix B.**

### STEP 1: CREDIT CARD TYPES THAT YOUR MERCHANT ACCOUNT IS CURRENTLY CONFIGURED TO ACCEPT

Accepted Cards (circle all that apply): *Visa/MasterCard American Express Discover Diner's Club JCB Enroute*

### STEP 2: MERCHANT ACCOUNT PROCESSOR CONFIGURATION INFORMATION

**Instructions:** Please provide the requested information for the processor that is associated with your Merchant Account. **You only need to provide information for ONE processor.** If you do not know this information, please contact \_\_\_\_\_ at \_\_\_\_\_, who would be happy to assist you.

#### First Data Corporation (FDC) – Nashville Platform

Merchant ID (MID) (7-11 digits): \_\_\_\_\_ Terminal ID (TID) (7-11 digits): \_\_\_\_\_

#### First Data Corporation (FDC) – Omaha Platform

Merchant ID (MID) (15 or 16 digits): \_\_\_\_\_

#### Nova

Bank # / Term BIN (6 digits): \_\_\_\_\_ Terminal ID (TID) (16 digits): \_\_\_\_\_

#### Vital

Acquirer BIN (6 digits): \_\_\_\_\_ Agent Bank # (6 digits): \_\_\_\_\_  
 Agent Chain # (6 digits): \_\_\_\_\_ Category Code (4 digits): \_\_\_\_\_ Terminal ID (TID) (4 digits): \_\_\_\_\_  
 Store # (4 digits): \_\_\_\_\_ Merchant # (12 digits): \_\_\_\_\_

#### Global

Acquirer Inst. ID (Bank ID) (6 digits): \_\_\_\_\_ Merchant ID (MID) (Usually 16 digits): \_\_\_\_\_

#### Paymentech

Client (4 digits): \_\_\_\_\_ Merchant # (Gensar #) (12 digits): \_\_\_\_\_ Terminal # (TID) (3 digits): \_\_\_\_\_

#### Concord EFS

BuyPass / Terminal # (TID) (6 digits): \_\_\_\_\_ Merchant ID (MID) (2 digits): \_\_\_\_\_

#### CardSystems Solutions

Acquirer BIN (6 digits): \_\_\_\_\_ Terminal ID (TID) (10 digits): \_\_\_\_\_

#### Lynk Systems

Acquirer BIN (6 digits): \_\_\_\_\_ Store # (4 digits): \_\_\_\_\_ Terminal # (TID) (4 digits): \_\_\_\_\_  
 Merchant # (12 digits): \_\_\_\_\_ Merchant Category Code (4 digits): \_\_\_\_\_  
 Market Type (circle one): *E-Commerce MOTO Retail*

## APPENDIX B: INTERNET MERCHANT ACCOUNT SETUP FORM

**IMPORTANT: Appendix B must be completed by Merchants in need of an Internet Merchant Account. If you ALREADY HAVE an Internet Merchant Account, you do not need to complete Appendix B. Please verify that you have completed Appendix A.**

### STEP 1: MERCHANT ACCOUNT SETUP

**Instructions:** If you need an Internet / Card Not Present Merchant Account, you must complete this setup form and fax it to your Authorize.Net Sales Representative.

Authorize.Net has relationships with leading companies in the payment processing industry to help you obtain an Internet / Card Not Present Merchant Account. Authorize.Net will review the information provided and match your application to the Merchant Account provider best suited to serve your particular business.

**Please note that this is a pre-application. There may be additional signatures and/or information requested by the account provider “underwriting” your Merchant Account application.**

Authorize.Net will contact you with your Login ID and Password. Once your Merchant Account is approved Authorize.Net will also work with the Underwriting Department of the Merchant Account provider to obtain the information needed to allow your Authorize.Net account to process “Live” transactions.

### STEP 2: COMPANY OFFICER / OWNER / PRINCIPLE INFORMATION – All fields required regardless of corporate structure of business.

Company Officer / Owner / Principal Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are there additional owners of the company? Yes No

### STEP 3: COMPANY INFORMATION

Date Established: \_\_\_\_\_ Number of Years in Current Location: \_\_\_\_\_

Description of Products or Services Sold: \_\_\_\_\_

URL (Web site address) or eBay Seller ID: \_\_\_\_\_

Are your customers required to pay a deposit when ordering? Yes No

Do you currently accept credit cards? Yes No If yes, Name of Processor: \_\_\_\_\_

If you do not now, have you ever accepted credit cards? Yes No If yes, Name of Processor: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_

Monthly Visa/MC sales (estimate): \$ \_\_\_\_\_ Average transaction amount: \$ \_\_\_\_\_

