

GTBill Merchant Services Application - Credit Card / ACH Processing

Company DBA (doing business as) / trading name: _____

Legal business name: _____

Email address: _____

Tax ID number: _____

Skype / IM address: _____

Business telephone number: _____

Customer service phone number: _____

State of Incorporation or Organization: _____

Date business established (MM/YY): _____

Biz street address: _____

City: _____

State: _____

Postcode: _____

Country: _____

Biz mailing address: _____

City: _____

State: _____

Postcode: _____

Country: _____

List of all URL's	Industry	Description of Product/Services

Website Login Details:

UN: _____

PW: _____

Type of business: Individual

Partnership

Corporation

Nonprofit

Operating from: Office suite

Retail storefront

Warehouse

Private Sector

Describe your business and your use of our processing/transaction services:

OWNERSHIP: Please list the two owners with the largest share of ownership:

Owner 1 name: _____ % ownership: _____ Owner since: _____ (MM/YY)

	Residence Address	City	Country	Postcode
Current Address:				
Previous Address:				
Social Security #:		Date of Birth:		
Mobile phone #:		Personal email address:		
Drivers License #:		Passport Number / Country of Issue:		

Owner 2 name: _____ % ownership: _____ Owner since: _____ (MM/YY)

	Residence Address	City	Country	Postcode
Current Address:				
Previous Address:				
Social Security #:		Date of Birth:		
Mobile phone #:		Personal email address:		
Drivers License #:		Passport Number / Country of Issue:		

Bank Reference

Business Bank Name: _____

Contact name: _____

Phone: _____

Bank Street Address: _____

City: _____

State: _____

Postcode: _____

Checking account # for merchant card /funds deposits: _____

SWIFT or Routing number: _____

Name on your account: _____

Date account established: _____

· Estimated Monthly Volume: \$ _____ · Average Ticket Amount: \$ _____ · Highest Ticket Amount: \$ _____ · Have you accepted credit cards/ACH before? <input type="checkbox"/> YES <input type="checkbox"/> NO · If yes, name of current/former processor: _____ Account/Merchant ID #: _____ Years with this processor: _____ (include last 3 months processing statements) · Monthly chargebacks: # _____ \$ _____ · Have you EVER been blacklisted or had an account closed by MasterCard/ Visa or ACH processor? <input type="checkbox"/> YES <input type="checkbox"/> NO · Requested transaction currencies: _____ _____ · Number of Employees: _____	1. Has any person on this application ever been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Has any person listed above filed bankruptcy in the last 10 years? Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Has any person listed above, served as an Officer, Director, or Manager of a company that was the subject of any regulatory request for investigation, action or lawsuit of any kind? Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Has any person listed above ever been refused a bond, or had a bond cancelled or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/> 5. Has any person listed above ever had any occupational license suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/> 6. Are your shipping, refund & contact details clearly listed on your website? Yes <input type="checkbox"/> No <input type="checkbox"/> 7. Do you use telemarketing to contact potential customers? Yes <input type="checkbox"/> No <input type="checkbox"/> 8. Do you use mass emails in any way to market your product/services? Yes <input type="checkbox"/> No <input type="checkbox"/> FOR PHYSICAL / TANGIBLE GOODS: 9. When are credit card transactions processed? At date of order <input type="checkbox"/> at date of shipment <input type="checkbox"/> 10. If at date of order, how many days is it between order date and shipment date? _____ days. 11. How do you ship the majority of your orders? Overnight <input type="checkbox"/> 2-3 day air <input type="checkbox"/> Ground <input type="checkbox"/> 12. What shipping service do you typically use? UPS <input type="checkbox"/> FedEx <input type="checkbox"/> Postal Service <input type="checkbox"/> DHL <input type="checkbox"/> 13. What is the average number of days from shipment to delivery? _____ days. 14. Do you require a signature on delivery? Yes <input type="checkbox"/> No <input type="checkbox"/> 15. Do you use a fulfillment house to take your orders or ship your products? Yes <input type="checkbox"/> No <input type="checkbox"/> 16. Is business 100% over the Internet? Yes <input type="checkbox"/> No <input type="checkbox"/> 17. Do you offer recurring billing? Yes <input type="checkbox"/> No <input type="checkbox"/> 18. Do you require a virtual terminal? Yes <input type="checkbox"/> No <input type="checkbox"/> 19. What type of customer support do you offer? <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Both 20. What are your customer support hours (check all that apply)? <input type="checkbox"/> 24/7 <input type="checkbox"/> 9 to 5 <input type="checkbox"/> M-F <input type="checkbox"/> Weekends 21. Do you email a receipt upon order with contact and billing details? Yes <input type="checkbox"/> No <input type="checkbox"/> 22. Do you allow PO Boxes in the address field? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Credit References:

Company name:	Contact name:	Phone:
Street address:	City:	State: Postcode:
Date account established:	Account #:	
Company name:	Contact name:	Phone:
Street address:	City:	State: Postcode:
Date account established:	Account #:	

AUTHORIZATION & ACKNOWLEDGEMENT

As part of my application, GTBill Ltd and GTBill, Inc. may obtain commercial credit bureau reports on applicant companies. In some instances, additional information about principals of the applicant company may be required, and GTBill will then obtain a consumer credit report on the Principal(s) identified in this application, The Principals' signatures are therefore required below.

I certify that the above information is true, complete and accurate, to the best of my knowledge.

I hereby authorize, without reservation, GTBill, Ltd, GTBill, Inc. or an agent acting on its behalf to procure information from various federal, state and other agencies which maintain public and non-public records concerning my past activities relating to my driving, credit, civil, education, employment and other experiences. This report may be compiled with information from but not limited to credit bureaus, court record repositories, military records, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, any public domain, insurance company, and any other source required to verify information that I have voluntarily supplied for the purpose of verifying my financial standing and credit worthiness.

Principal Signature Date

Principal Signature Date

Print Principal Name

Print Principal Name

Document Requirements for New Applications

For all Applications:

- APPLICATION** - completed and signed.
- TERMS** – completed and signed.
- PHOTO ID** - color copy of current Passport or driver's license of principal(s).
hint: easiest to take a photo and send a color picture of the document.
- LOGIN** – if website, site is fully functional or provide details to login and review under construction site.
note: we can't approve an internet company without a website.
- CHECK** – attach a voided pre-printed check.
condition: if not available then a yellow page ad, business license or domain registration are acceptable.
note: pre-printed check must match the name legal business name.
- CORP DOCUMENTS** - articles of incorporation (or equivalent), if DBA; please furnish DBA filing.
condition: if not available a copy of your business license may be considered an acceptable substitute.
- ID** – non-USA apps require one additional ID, either another government issued photo ID or most recent utility bill.

For Websites:

1. Clear description of goods and services listed on site
2. Clear pricing and currencies of each and every product and service.
3. Terms and conditions clearly stated online.
4. Privacy policy on site.
5. Contact details and location of business easily found on site.
6. Customer service email and phone number listed on website.
7. Times listed that customer service is available.
8. Refund policy clearly stated.
9. Shipping policy clearly stated on order page.
10. Display Visa and MasterCard logo's at checkout
11. SSL on all pages where customer information is collected.

PROCESS FOR NEW ACCOUNTS: EMAIL TO: newapps@gtbill.com or FAX TO: +1 (888) 722-8218

Credit Card Processing Term Sheet

IMPORTANT NOTICE: All information contained in this application has been completed or supplied by all contracting parties. Merchant accepts all contractual aspects of the Agreement. Merchant understands that this Agreement shall not take effect until accepted and signed by GTBILL. The Undersigned authorizes GTBILL to obtain credit and reference information, as it may require and deem appropriate, concerning the statements made within this Application, and agrees that this Application shall remain GTBILL property, whether approved or not. By signing below I certify all information is true and correct and that I am personally guaranteeing all obligations set forth in this agreement. Merchant's signature acknowledges the receipt of the Terms and Conditions, and agrees to those terms, conditions, rules, regulations, and operating guidelines.

I/We hereby authorize GTBILL to conduct various background checks including but not limited to the activities of the company, its principle shareholders and officers from any source as GTBILL deems necessary or advisable. This authorization includes but is not limited to reports and/or information obtained from law enforcement, governmental agencies, criminal and/or civil databases and other sources of information both locally and internationally. I/We accept that GTBILL reserves the sole and exclusive right to decline our application regardless of the outcome of the background checks. I/We hereby release GTBILL from any liability arising from conducting and obtaining information from the investigations.

When you stop processing with us, it is customary for us to hold your final payout(s) until such time that we can determine that all goods were shipped and authorized by the cardholders. We retain the right to increase your reserve holdback percentage at any time. I/We accept that filling out this application does not guarantee acceptance into GTBILL Corp.'s merchant portfolio and further accept that GTBILL CORP reserves the sole and exclusive right to decline our application.

GTBILL closely monitors DECLINES, REFUNDS, HIGH COMPLAINTS and CHARGEBACKS.

Chargebacks are strictly limited. If chargebacks exceed 1% there could be a penalty assessed and the MDR increases by 50 basis points for each quarter percent over 1%. Chargebacks incur a \$45 per item charge.

All merchants must put the GTBill logo and GTBill details for customers to clearly see who they will be billed by on payment pages – GTBill technical team will send you details. This must be done prior to your first payout.

GTBILL reserves the right to adjust processing rates, fees and terms without notice or cause. Typically merchants with high chargebacks will warrant both a rate increase and reserve holdback increase. GTBILL reserves the right to terminate this agreement at any time with no prior notice.

Price display: The customer must be able to identify the final price of a product unmistakably.

Refund policy: Must be clearly stated on your site.

Billing Descriptor: GTBill.com 1888-889-0788

Company Name: _____

Credit Card Types: MC Visa Amex JCB Discover
Currencies: USD JPY CAD GBP AUD
(check all that apply) INR CHF ADD EUR NZD

Account Setup Fee \$750.00

Discount Rates:
Adult 6.50%

Transaction Fee: \$0.45
Additional Fraud Scrub: \$0.00
Refund Fee: \$2.00

Monthly Maintenance Fee: \$45.00

Rolling Reserve Amount: (when C/B's < 0.70%) 10.00%
(the 10% holdback is a 6 month rolling reserve held by our banks)

Chargeback Fee: \$45.00

Wire Fee: \$45.00

Settlement Period: Weekly payouts on Thursday; 2 weeks in arrears.
* Must process at \$1,000 weekly in order to receive payout

We hereby confirm that all information provided is truthful and I have not attempted to withhold any information that could be material in the decision making process. I understand that fraudulent statements in this application will lead to a \$50,000 penalty and my funds being frozen until all chargebacks and refunds have cleared my account.

In signing this price sheet, I agree to the above rates set forth.

Company name: _____

Signature: _____ Date: _____

Print Name:

Title:

Filename: New App Merchants - GTBill v08a
Directory: C:\Users\Owner\AppData\Local\Microsoft\Windows\Temporary
Internet Files
Template: C:\Users\Owner\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: Scott
Keywords:
Comments:
Creation Date: 9/21/2008 3:15:00 AM
Change Number: 5
Last Saved On: 9/21/2008 5:13:00 AM
Last Saved By: Dean Slover
Total Editing Time: 15 Minutes
Last Printed On: 10/3/2008 1:40:00 PM
As of Last Complete Printing
Number of Pages: 5
Number of Words: 2,099 (approx.)
Number of Characters: 11,966 (approx.)