

# 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: \_\_\_\_\_



## 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](mailto:newapps@gtbill.com) or FAX TO: +1 (888) 722-8218**