

**Merchant Services Request Set Up Information Sheet**

Credit Cards Terminals – Virtual Terminals & Any Other Devices

**BUSINESS INFORMATION: PLEASE TAKE THIS INFO. FROM THE ORIGINAL IRS DOCUMENTS**

**Legal Name**  
**DBA Name**  
**Starting Date**  
**Physical Address**  
**Email address**  
**Buisness Phone**  
**Web Site**  
**Federal Tax Id**  
**Food Stamp License**

**Cell #**

**Fax #**

**BUSINESS TYPE**  
(Check All that Apply)

**Restaurant**  
**SuperMarket**  
**Grocery**  
**Retail Store**  
**Telephone Order**  
**Online Orders**  
**Other**

**SUBMISSION:**

**Fax 1-509-463-8926 or Email to: Info@ccssusa.com**

**INCLUDE THE FOLLOWING:**

- **Marketing Material or Any Printed Advertising**
- **3 most recent bank statements (displaying company address)**
- **3 most recent Visa, MC, Discover & Amex processing statements (if any)**
- **Blank VOIDED check from company account**
- **Articles of Incorporation or Certificate of Organization (The Principal Suppose Appear as President or Member)**
- **DBA certification ( if applicable )**
- **State Business Licenses**
- **Federal Tax ID / EIN (Form IRS – Not From City Or State)**
- **Driver License – Full Color ID – PDF or ID /Passport**
- **ISO Name:**
- **ISO #**

**INITIAL HERE**

**\*\*OFFICERS/OWNERS INFORMATION: USE DRIVER'S LICENSE TO COMPLETE**

**Full Name**  
**Mailing Address**  
**Home Phone #**  
**Cell #**  
**Date Of Birth**  
**Social Security #**  
**Driver License #** **Exp. Date**

**\*\*OFFICERS/OWNERS INFORMATION: USE DRIVER'S LICENSE TO COMPLETE**

**Full Name**  
**Mailing Address**  
**Home Phone #**  
**Cell #**  
**Date Of Birth**  
**Social Security #**  
**Driver License #** **Exp. Date**

**By Signing and faxing or emailing us your Merchant Application, you certify that (i) you are authorized to apply on behalf of their company whose full legal name appears above under the Company Information portion of the Merchant Application for a Merchant Services Account from us and (ii) all information you provide within the Merchant Services Application and other supporting documents is true and complete and that you will notify us of material changes to such information. You understand and agree that we and our agents and assignees are authorized to contact third parties to make inquiries in evaluating your Merchant Services Application (including requesting business and personal credit bureau reports from credit reporting agencies and other sources) or for any update, renewal, extension of credit bureau's name and address/ You understand and agree that we may provide credit and other information from the Merchant Services Application and on the signing individual(s) and the company with third parties who may use the information for any lawful purpose, including for the purpose of offering credit and/or other products and services to the signing individual(s) and/or the company. All Merchant Services program are based under terms & conditions agreements of our Merchant Services providers partners.**

**INITIAL HERE**

**SIGN HERE**

**Signature:**

**Title:**

(Pres, V. Pres, and Owner)

**Date:**

**Signature:**

**Title:**

(Pres, V. Pres, and Owner)

**Date:**