Please submit applications to applications@escroz.com

MERCHANT APPLICATION

MERCHANT APPLICATION INSTRUCTIONS

Complete the *Merchant Application* for each Merchant ID (MID) required.

- Generally, each physical location and each independent payment enabled website requires a unique MID.
- Complete only one *Merchant Application* for a Retail location with a complementary website.
- Updating an Active MID Account will be noted here

Application Outline

1. Legal and business entity information
2. Card brand and processing information
3. Pricing and acceptance
4. Internet Location Addendum
5. Retail Terminal Location Addendum
6. Retail POS Location Addendum
7. MOTO Location Addendum

ISO Office
Agent
Agent Phone
Program

LEGAL ENTITY INFORMATION

Legal Name	Business Entity Type Select Entity Type	
Legal Street Address	Federal Tax ID	Incorporation State
Legal City, State, Zip Code	Entity Start Date	Length of Current Ownership

OWNER OR OFFICER INFORMATION – CIP PATRIOT ACT REQUIREMENTS

To help the government fight the funding of terrorism and money laundering activities, the US Patriot Act requires all financial institutions to obtain, verify and record information that identifies each person (including business entities) who opens an account. What this means for you: When you open an account, we will ask for your name, physical address, date of birth, taxpayer identification number and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Your Business and Personal Information is secure with Base Commerce. View our Privacy Policy at *http://www.basecommerce.com/privacy-policy*

To be completed by the authorized person opening and signing the application.

Owner/Officer Name	E-Mail Address	
Title	Mobile Phone	Office/Business Phone
Residence Address	SSN	Date of Birth
Residence City, State, Zip	% of Equity Ownership	⊙ Owner ○ Officer

Please Note: Personal identifying information on any individual with a 10% or greater ownership interest in the applying entity must be included on the last page.

BANK DISCLOSURE

Member Bank Information: National Bank of California Phone (310) 882-4800
12121 Wilshire Blvd, Los Angeles, CA 90025 Bank Responsibilities:

1. A Visa Member is the **only entity** approved to extend acceptance of Visa products
   . The Visa Member is responsible for educating Merchants on pertinent *Visa International Operating Regulations* with which Merchants must comply.
   . The Visa Member is responsible for and must provide settlement funds to the Merchant.
   . The Visa Member is responsible for all funds held in reserve that are derived from settlement.
5. A Visa member must be a principal (signer) to the *Merchant Agreement*.

Merchant Information:
Refer to *Merchant Application* Important Merchant Responsibilities:

1. Ensure compliance with cardholder data security and storage requirements.
2. Maintain fraud and charge-backs below established thresholds.
3. Review and understand the terms of the *Merchant Agreement*.
4. Comply with *Visa International Operating Regulations*.

The responsibilities listed above do not supersede terms of the *Merchant Agreement* and are provided to ensure the Merchant understands some important obligations of each party and that the Visa Member (National Bank of California) is the ultimate authority should the Merchant have any problems.

Merchant Signature	Printed Name	Title	Date

MERCHANT APPLICATION

REQUESTED PROCESSING TYPES

☐ Bankcard # Retail (swiped) MIDs # Moto/Internet (Card Not Present) MIDs
☐ ACH

REQUESTED CARD BRANDS

All payment types will be submitted for approval unless specific card types are selected below

☐ Visa Debit ☐ Visa Credit ☐ American Express[2] AMEX MID Number (existing only)
☐ MasterCard Debit ☐ MasterCard Credit
☐ Discover Debit ☐ Discover Credit

VISA, MASTERCARD, DISCOVER

Item	Amount
Average Single Transaction	
Average Monthly Volume	
Maximum Single Transaction	
Maximum Monthly Volume	
Retail Volume %	0%
Internet Volume %	0%
Mail Order Volume %	0%
Telephone Order Volume %	0%

AMEX

Item	Amount
Average Single Transaction	
Average Monthly Volume	
Maximum Single Transaction	
Maximum Monthly Volume	

ACH

Item	Amount
Average Single Transaction	
Average Monthly Volume	
Maximum Single Transaction	
Maximum Monthly Volume	
Written Volume %	0%
Internet Volume %	0%
Conversion Volume %	0%
Telephone Order Volume %	0%

CREDIT CARD QUESTIONNAIRE

Has Merchant or any Principal been terminated as a Visa/MasterCard Merchant (TMF)
◯ Yes ◯ No

Does any Contractor, Agent, Third Party or Affiliated Entity have access to Cardholder Data?
◯ Yes ◯ No

Are Visa, MasterCard, Discover and Amex signage in place?
◯ Yes ◯ No

Is cardholder data stored locally, including names, numbers, and expiration dates?
◯ Yes ◯ No

Recurring Payments
◯ Yes ◯ No

VISA, MASTERCARD, DISCOVER

Item	Per Item	Rate
☐Three Tier Pricing		
Qual Debit/Credit		0.00%
Mid-Qual Debit/Credit Surcharge		0.00%
Non-Qual Debit/Credit Surcharge		0.00%
☐Pass-through Plus[PTP]		0.00%
☐Bundled Single Rate Program		0.00%
Authorization		
Batch Settlement		
AVS		
PIN Debit		

AMEX OPTBLUE

Item	Per Item	Rate
☐		
☐	$ 0.10	0.00%
☐		0.00%
☐		0.00%
☐		0.00%
☐	$ 0.10	0.00%

CARD SERVICES

Item	Rate
hly Min Discount	$ 25.00
hly Service	$ 5.00
e Statement	$ 5.00
geback[4]	$ 35.00
eval[4]	$ 7.50
Termination	
inal Support	
ess	$ 15.00
Access	
way Access[2]	
Gateway Transaction[2]	

BILL PAYCLIX

ACH QUESTIONNAIRE

Transaction Descriptor on Client Statement

ACH Issue Credits
◯ Yes ◯ No

ACH Issue Debits
◯ Yes ◯ No

Recurring Payments
◯ Yes ◯ No

Payments to/from:
◯ Consumers / Individuals ◯ Businesses / Organizations

ACH Merchant Reports
◯ Yes ◯ No

ACH Reporting Email

Payments Submitted via (check all that apply)
Virtual Terminal Gateway Web Services Batch Submission

ACH Custom Services (check all that apply)
Payer Authentication Account Verification Auto Re-Presentment of NSF Items

ACH

Item	Rate	Item	Rate	Item	Rate
Per Item Fee		Payment Discount	0.00%	Return or Exception	$ 12.00
Unauthorized Returns	$ 12.00	Monthly Service Fee			

☒Client has reviewed the ACH AUTHORIZATION GUIDE and agrees to acquire Payer Authorizations as indicated and retain such as Proof of Payer Authorization for a period of no less than two years from the effective date. View and download the *ACH Authorization Guide* at: http://www.basecommerce.com/docs/authorization-guide

Merchant Signature	Printed Name	Title	Date

MERCHANT APPLICATION

MERCHANT LOCATION INFORMATION

DBA Name	Location Contact Name	
Location Address	Location Contact E-Mail Address	
Location City, State, Zip	Location Phone	Location Chargeback Fax
Website	Location Customer Service Phone	Location Fax

BUSINESS INFORMATION

Type of Goods and Services Sold			MCC (Internal Only)
Additional Description of Business			
How are goods shipped? FedEx DHL UPS USPS Other		Days Between Order and Delivery	Cardholder is Charged at Time of ○ Purchase ○ Shipment
Deposit Required ○ Yes ○ No	Deposit % of Total Purchase Price 0.00%	Return Policy ○ Full Refund ○ Partial Refund ○ No Refunds	Return Policy Time Period (e.g. 30 days)

SETTLEMENT BANK INFORMATION

Bank Name	Business Name as it Appears on Checks	Routing Number	Account Number

AUTHORIZATION FOR AUTOMATIC FUNDS TRANSFER (ACH): The Merchant Bank (defined on page 1) is authorized to initiate or transmit automatic credit and/or debit and/or check entries to the Settlement Bank indicated and/or to the account identified in the **attached voided check** for all services contemplated under this *Merchant Agreement*. Said authority is granted to Merchant Bank's processor and their agent.

AUTHORIZED CONTACTS

Name	Email	Mobile

FULFILLMENT VENDOR

Fulfillment Vendor Utilized? ○ Yes ○ No	Who owns the inventory? ○ Merchant ○ Vendor	Fulfillment Vendor Name	Fulfillment Vendor Phone

BATCH INFORMATION

Request for Tip Line ○ Yes ○ No	Request for Auto-Batch ○ Yes ○ No	Auto-Batch Time	Auto-Batch Time EST	Signature Floor Limit ○ $25 ○ $50 ○ None

STAND ALONE TERMINAL QUESTIONNAIRE

Model Type Select A Terminal	Quantity	Implementation ○ New ○ Reprogram	Connection Type ■ Ethernet ■ Dial Up	Billing ○ Merchant ○ Partner	Ship To Address: Ship To Location
Model Type Select A Terminal	Quantity	Implementation ○ New ○ Reprogram	Connection Type ■ Ethernet Dial Up	Billing ○ Merchant ○ Partner	Ship To Address: Ship To Location

INTERNET QUESTIONNAIRE

The following policies are clearly accessible on the website: ☐ Privacy Policy ☐ Return Policy ☐ Terms and Conditions	% of sales to non-US Cards 0.00%	SSL Certificate Issuer	SSL Certificate Number

Gateway Vendor Base Commerce Other	☐ VAR Sheet Required	VAR Sheet email to:	Website IP Address
Applicant Owns Web Domain and Content ○ Yes ○ No	Shopping Cart Vendor	Web Host Vendor	Temp login credentials, if necessary

POS QUESTIONNAIRE

POS Vendor Name		POS Make		POS Model	
POS Vendor Contact Name		POS Version		POS Type	
POS Vendor Contact Phone		Gateway or Encryption Software Name		Gateway or Encryption Software Version	
Model Type Select A Terminal	Quantity	Implementation ○ New ○ Reprogram	Connection Type ■ Ethernet Dial Up	Billing ○ Merchant ○ Partner	Ship To Address: Ship To Location

MAIL ORDER/TELEPHONE ORDER (MOTO) QUESTIONNAIRE

Processing Method: ■ Key Entered Terminal Virtual Terminal/Gateway	Virtual Terminal/Gateway: ○ Base Commerce ○ Other
Upon processing, order forms obtained by mail or telephone are: ○ Destroyed ○ Retained	Software or method used to retain customer information:
MAIL ORDER ONLY: Outbound marketing solicitation is best described as (select all that apply) Catalog Envelope Print Ad Postcards Other	TELEPHONE ORDER ONLY: Applicant confirms NO UNSOLICITED OUTBOUND TELEMARKETING is conducted ○ Yes ○ No

MERCHANT APPLICATION

DATA SECURITY STANDARD COMPLIANCE

Security Policies and Procedures and completing an Annual Self-Assessment Questionnaire. For Internet merchants this can include recurring Security Scans and other measures. For their own protection, Base Commerce requires its Merchants to participate in a PCI Support Program including $100,000 in Data Breach Insurance protection at a fixed quarterly fee of $24.95. To learn more about the value, features and benefits of this program, please visit http://www.basecommerce.com/pci 5) ALL ENTITIES accepting Visa, MasterCard, Discover and American Express transactions must complete a Payment Card Industry Data Security Standard Self-Assessment Questionnaire and evaluation by the Acquirer in order to determine the applicable data security requirements for each entity and confirm that Merchant's card terminals, PIN pads, software, website, methods of accepting cards, and management & storage of Cardholder data are compliant with industry requirements.

VISA, MASTERCARD, DISCOVER NETWORK, AND AMERICAN EXPRESS CARD ACCEPTANCE[1]

Pass-through Plus (PTP) rates and fees based on standard Interchange categories plus the Discount and Fees stated here. 1) Designate specific card brands or network types only. 2) Denotes services, programs, equipment and American Express OptBlue program fees, which are provided by Processor and/or Processor's Contractors and not by Merchant Bank; Merchant Bank has no responsibility or liability therefor. 3) Chargeback processing and retrieval fees subject to change at the sole discretion of Processor or Merchant Bank. BIN Sponsorship fees may apply if the merchant account is designated as high risk in nature. BIN fees compensate sponsor bank for assumption of additional risk associated with this type of account. Merchant will be notified within their activation email if a BIN fee will apply and this fee will be disclosed on your merchant statement. Please note that for each and every month wherein a chargeback to net sales ratio of any merchant account is greater than 1% (One Percent), a penalty non-compliance fee of 0.60% (six tenths of one percent)of gross sales shall apply for that month and this fee shall appear as a line item on your merchant statement.

ACH AGREEMENT

☒Merchant wishes to originate ACH (Automated Clearing House) debit and/or credit items as a form of payment for goods or services or to facilitate funds transfer utilizing ACH PROCESSOR. Merchant has received and read the seven (7) page *ACH (Automated Clearing House) Processing Agreement*. By signing Merchant Acceptance, Signatures, and Guarantor Signatures below, Merchant agrees to be bound by the terms and conditions of the *ACH Processing Agreement*. The terms and conditions of the *ACH Processing Agreement* are incorporated herein by this reference, and constitute part of the entire Merchant Agreement. Furthermore Client authorizes ACH PROCESSOR to debit and or credit the bank account indicated herein with respect to the receipt of settled funds, returned items and/or ACH Fees. Signer represents and warrants that he or she is an officer or representative of Merchant and that he or she is duly authorized to enter into this Merchant Agreement on Merchant's behalf. CLIENT MAY VIEW AND DOWNLOAD A COPY OF THE ACH PROCESSING AGREEMENT TERMS AND CONDITIONS AT http://www.basecommerce.com/docs/ach-agreement.

MERCHANT ACCEPTANCE, SIGNATURES, AND GUARANTOR SIGNATURES

For the purposes of this application, "Processor" is Base Commerce, LLC, having its business address at 1380 W Auto Drive, Tempe, AZ 85284 who can be contacted at 1(800) 848-5826 and "Merchant Bank" is National Bank of California, having its offices at 12121 Wilshire Blvd, Los Angeles, CA 90025 who can be contacted at 1(310) 882-4800.

Agreement Signature By signing below, each of the Merchant and Guarantor(s) (1) certifies, under penalty of perjury, that all information and documents submitted with this Application are true and complete; (2) authorizes Merchant Bank, Processor and their respective agents to verify any of the information given, including credit references, and to obtain individual and/or business credit reports, including requesting reports from consumer reporting agencies on persons signing below as a principal or owner of Merchant or as a Guarantor (if such person asks Merchant Bank whether or not a consumer report was requested, Merchant Bank will tell such person, and if Merchant Bank received a report, Merchant Bank will give such person the name and address of the agency that furnished it); (3) acknowledges that they have reviewed, down-loaded and retained a copy of the ***Merchant Card Processing Agreement*** ("Agreement") including the Continuing Guaranty ("Guaranty") contained within the Application, *Special Services Addendum* and of the *CNP Addendum*, and the *Merchant Use and Disclosure of BIN Information Addendum* (each, an "Addendum"), each of which documents is incorporated herein by this reference, including the Continuing Guarantee section thereof (to which reference is made in the "Guarantee set forth below in this Application) and agrees to be bound by and perform in accordance with all provisions, terms and conditions of the Agreement, the Guaranty, and each such Addendum; (4) agrees to be bound by and perform in accordance with all terms, conditions and provisions of any *Merchant Card Processing Agreement* between any Merchant Affiliate of Merchant and Processor and its agents and Merchant Bank ("*Merchant Affiliate Agreement*"), regardless of whether such *Merchant Affiliate Agreement* currently exists or is executed, amended or supplemented at some future date; (5) agrees that Processor and its agents and Merchant Bank may rely upon copies or facsimiles of this Application bearing Merchant's and Guarantor(s)'s signatures, or on copies or facsimiles of other documents bearing Merchant's and Guarantor(s)'s signatures, and that any such copies or facsimiles shall be treated for all purposes as originals of the Application or other document; and (6) certifies that Merchant does not and will not provide, offer or facilitate gambling services, including offering or facilitating internet gambling services, or establishing quasi-cash, credits or monetary value of any type that may be used to conduct gambling.

Review, Download and Save a copy of the *Merchant Card Processing Agreement* at http://www.basecommerce.com/merchant-agreement.

For American Express OptBlue, applicable terms and conditions are contained in the Merchant Operating Guide found at **http://www.basecommerce.com/optblue**.

The undersigned acknowledge that Merchant Bank (i) does not sponsor Processor into the American Express or Diner's Club or Carte Blanche or JCB Network, (ii) is not providing or agreeing to provide Merchant any services hereunder with respect to American Express or Diner's Club (except only as set forth in the Merchant Card Processing Agreement with regard to certain transactions made with Diner's International Cards which also carry the MasterCard mark and are processed as MasterCard transactions) or Carte Blanche or JCB Network Card transactions, and has no responsibility or liability therefor, and (iii) does not determine or approve or agree upon any fees, charges, pricing, or any other terms and conditions, relating to American Express or Diner's Club (except as noted above, for certain transactions processed as MasterCard transactions) or Carte Blanche or JCB Network Card transactions. If American Express is selected above, by signing below Merchant represents that the information provided on the Application is complete and accurate and Merchant authorizes Processor to share transaction and Merchant data with American Express Travel Related Services Company, Inc ("American Express"), and Merchant authorizes American Express to verify the information on this Application and to receive and exchange information about Merchant, including, requesting reports from consumer reporting agencies. If Merchant asks American Express whether or not a consumer report was requested, American Express will tell Merchant, and if American Express received a report, American Express will give Merchant the name and address of the agency that furnished it. Merchant agrees that American Express may utilize the information obtained in the Merchant Application in regard to Card marketing and administrative purposes. Merchant expressly authorizes Processor to submit transactions to, and receive settlement from, American Express on behalf of Merchant. Merchant understands that by accepting the American Express card for the purchase of goods and/or services, Merchant agrees to be bound by the Merchant Card Processing Agreement and the OptBlue Merchant Operating Guide. Merchant acknowledges that Processor may convert Merchant to a direct party relationship with American Express if Merchant is not eligible for American Express acceptance through Processor's program.

☐ Merchant may opt out of receiving commercial marketing communications from American Express.

Guaranty The undersigned Guarantor(s), individually and severally, guarantee the full and faithful performance and payment by the Merchant (identified above in the portion of this Application which precedes this Guaranty) of each and all of Merchant's duties and obligations to Merchant Bank and Processor, as provided in Section 25 of the *Merchant Card Processing Agreement*, which *Merchant Card Processing Agreement*, and this Application and the Addendums mentioned above, are incorporated into this Guaranty by this reference. **Merchant applications from churches, charities and non-profit organizations do not require that the applicant provide the personal guarantee.**

If you have questions or concerns in regard to the terms and conditions of this Merchant Application and Merchant Card Processing Agreement, email us at info@basecommerce.com, or contact us at (800) 848-5826 at prior to signing.

Merchant Signature	**Printed Name**	**Title**	**Date**
Guarantor Signature	**Owner/Officer Name**	**Title**	**Date**

FOR INTERNAL USE ONLY

Acceptance by Processor	Date	Acceptance by Merchant Bank	Date

MERCHANT ADDENDUM

CIP / List of beneficial owners holding an interest of 10% or greater	
Owner/Officer Name	Date of Birth
Residence Address	% of Equity Ownership
Owner/Officer Name	Date of Birth
Residence Address	% of Equity Ownership
Owner/Officer Name	Date of Birth
Residence Address	% of Equity Ownership
Owner/Officer Name	Date of Birth
Residence Address	% of Equity Ownership
Owner/Officer Name	Date of Birth
Residence Address	% of Equity Ownership
Owner/Officer Name	Date of Birth
Residence Address	% of Equity Ownership