

**MERCHANT NAME:** \_\_\_\_\_

**Application Information Guide**

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**Axia Payment Processing Solutions** and **A Charity for Charities** offer you this very special merchant program to help you reduce the cost of doing business and give back to the community. Please fill out the attached information sheet and fax it along with the required documents.

Please include a copy of this merchant information guide as your cover sheet and fax to **1.877.361.1712**. For questions contact Julie David at A Charity for Charities at **949.361.6563** or Zac Ernst at Axia at **1.877.875.6114 X 317**.

**Required Docs to Submit with Application:**

- \_\_\_\_\_ Copy of last 3 months Processing Statements
- \_\_\_\_\_ Copy of Voided Check (for fees/deposits and routing information)
- \_\_\_\_\_ Copy of 501c3 IRS status (for non-profit organization)
- \_\_\_\_\_ Copy of two years of Corporate Tax returns or D & B (Dunn & Bradstreet) with current financial data (if processing over \$500,000 per month retail, \$100,000 MOTO/Internet.)

**Additional Requirements for MOTO/Internet Merchants only:**

- \_\_\_\_\_ MOTO form (attached)

**For Currently Processing Merchants We Will Also Require:**

- \_\_\_\_\_ Copy of Amex Statement

**For Merchants Opening First Time Merchant Accounts:**

- \_\_\_\_\_ Copy of Business License or Articles of Incorporation
- \_\_\_\_\_ Copy of Principals Drivers License

Please feel free to call if you have any questions.

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