



**North East Texas  
Credit Union**

## General Information Sheet

*For a new merchant application*

*Fax back to (866)333-6331.*

*Call (866)333-9331 with any questions.*

### **BUSINESS INFORMATION:**

Legal Business Name: \_\_\_\_\_ Tax ID#: \_\_\_\_\_ - \_\_\_\_\_

Ownership:  Corporation  Sole Proprietorship  Non Profit  LLC  Partnership

Date Business Opened: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Current Ownership: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DBA Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Annual Volume: \_\_\_\_\_ Average Ticket: \_\_\_\_\_

Highest Ticket: \_\_\_\_\_ Type of Goods / Services Sold: \_\_\_\_\_

% of Card Present: \_\_\_\_\_ Mail or Telephone Orders:  YES  NO

Internet Orders:  YES  NO

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

### **PERSONAL INFORMATION (owner / officer):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **EQUIPMENT:**

What type of equipment will you be using:  Electronic Swipe  Manual Imprint

If terminal / printer currently in use, model # and type: \_\_\_\_\_

Dial Mode:  9 Access  8 Access  Pulse  Tone

### **ADDITIONAL SERVICES DESIRED:**

American Express: *If already in use, Service Establishment ID#:* \_\_\_\_\_

EBT: *If already in use, State Issued #:* \_\_\_\_\_

PIN Debit  Gift Cards  Check Services  Voyager  Wright Express

### **CREDIT UNION REFERENCE:**

Credit Union Name: \_\_\_\_\_

Credit Union Representative: \_\_\_\_\_

Credit Union Rep. Email: \_\_\_\_\_

Branch Mailing / Location Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_