



SpotOn Hospitality Specialist Name

Contact Name for installation and training

Hardware Shipping Address

Contact Phone

Contact Email

When do you need your POS Installed?  Immediately  In one Month  Next 3 Months  Next 6 Months  +6 Months

How many Employees do you have?  1-5  6-25  26-50  51-75  76+

# Merchant Application & Contract

## Tell us about your business

### The basics

Legal Business Name (as it appears on the IRS Tax Return)

Doing Business As Name (as it appears on the receipts)

Legal Address Street

DBA Address Street

City State Zip Country

City State Zip Country

Legal Business Phone

Business Email

DBA Business Phone

Type of Building

Business Type

Hours of Operation

Business Start Date

Business Website

### Your sales

\$ Requested Monthly Sales

\$ Average Ticket

Are you currently accepting credit cards?  Yes  No  
(Provide recent processor statements)

\$ Requested Highest Ticket

\$ Average AMEX Monthly Volume

Current MCC (If known)

Methods of taking payment (must equal 100%)

% Swiped % Keyed % E-Commerce

Specify Types of Products/Services sold by the business:

### For tax purposes

W-9 Information (Input information as shown on the IRS Tax Return)

9-Digit Federal Tax ID

EIN  SSN  ITIN

Type of Ownership

- Individual/Sole Proprietor
- Single-Member LLC
- LLC
- Non-Profit Corporation
- Public Corporation
- Private Corporation
- Partnership
- Government Entity

Name

Exempt Payee:  Yes  No

Address for IRS/Compliance notices (If different from Legal Address above)

City State Zip Country

# Beneficial Owner & Officer Information

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

**A: BENEFICIAL OWNER(S)** - The following information for each individual, if any, who, directly or indirectly owns 25% or more of the legal entity for which the account is being opened.

Name & Title	Social Security #	Date of Birth	Ownership %	Residential Address, City, State, Zip & Country	Phone Number

**B: AUTHORIZED PERSON(S)** - Please provide the following information for the individual(s) with legal responsibility for the entity. For example, an executive officer or senior manager (e.g. Chief Executive Officer, General Partner, President, Treasurer) or any other individual who regularly performs similar functions.

Name & Title of Authorized Person	Social Security #	Date of Birth	Residential Address, City, State, Zip & Country	Phone Number

## Continuing Personal Guaranty Provision – Personal Guarantor(s)

The undersigned individual(s) and entity(ies) (“**Guarantors**”) are personal guarantors of Merchant’s obligations under the Contract (as defined within the Standard Terms reference below and which includes the Processing Terms). By signing below, each Guarantor, jointly and severally (if there is more than one Guarantor), unconditionally guarantees to SpotOn the full and complete performance of all obligations of Merchant and the full and prompt payment of all amounts due to SpotOn from Merchant, whether arising under the Contract (as amended from time to time) or otherwise. This continuing personal guaranty (“**Guaranty**”) is freely and voluntarily given, and Guarantors recognize that SpotOn would not enter into the Contract without such Guaranty. This Guaranty means, among other things, that SpotOn can demand performance or payment from any Guarantor if Merchant fails to perform any obligation or pay any amount Merchant owes under the Contract or otherwise. This is a guaranty of payment and not of collection. ***The full terms of this Guaranty are set forth in Section 48 of the Processing Terms available at <https://www.spoton.com/sma>, and by signing below, Guarantors represent that they have read and understand such terms and agree to be bound by this Guaranty.***

Guarantor #1 Signature

Guarantor #1 Name

Guarantor #2 Signature

Guarantor #2 Name

## Select Hardware and Software

Hardware	Software	Shipping Method	
<input type="checkbox"/> A800 Terminal (\$200 per device) Quantity _____ Discount _____  <input type="checkbox"/> SIM Card / 4G cellular \$10/month Quantity _____ Discount _____  <input type="checkbox"/> Additional Charging Dock \$60 Quantity _____ Discount _____	<input type="checkbox"/> Terminal \$25/month  <input type="checkbox"/> Free eCard Gift Card integration* *Physical gift cards start at \$0.97/ card for 250 cards, purchased through eCard Systems.	<input type="checkbox"/> Standard  <input type="checkbox"/> Expedited	One-Time Setup \$ _____  Shipping*  Total Monthly Fee \$ _____  *Shipping & handling costs calculated and invoiced upon shipment of hardware.

# What you pay

## Processing Rates and Fees\*

<input type="checkbox"/> <b>Preferred Pricing</b>  <b>1.99% + 25¢</b>  2.99% and 25¢ for rewards, Corporate, international, AMEX or keyed cards.  Other Interchange categories and card types may apply.	<input type="checkbox"/> <b>Pass Through Pricing</b>  Interchange + _____% Transaction Fee _____¢  2.99% and 25¢ for card-not-present transactions  Additional Card Brand Assessments and regulatory fees apply.	<input type="checkbox"/> <b>Tiered Pricing</b>  Check Card Rate _____% Qualified Rate _____% Mid-Qualified Rate _____% Non-Qualified Rate _____% Transaction Fee _____¢  Rewards cards often cause downgrades to Mid-Qualified, while manual entry, sales amount (AMEX OptBlue), Business Corporate Cards, or failure to settle within 24 hours commonly result in downgrades to Non-Qualified.
<input type="checkbox"/> <b>AMEX OptBlue</b>  If no AMEX OptBlue pricing option is selected, the default rates for Qualified and Non-Qualified transactions will be 2.65% and 3.49% respectively, with a default Transaction Fee of 25¢.  Existing Amex SE _____  Amex SE Transaction Fee \$0.25	<input type="checkbox"/> <b>Pass Through +</b> _____% Transaction Fee _____¢  <input type="checkbox"/> <b>Tiered</b> Qualified Rate _____% Non-Qualified Rate _____% Transaction Fee _____¢ Manual Entry: Add 0.50%	<input type="checkbox"/> <b>PIN Debit Acceptance</b>  If no PIN-Debit pricing option is chosen and Merchant processes PIN-Debit transactions, Qualified Rate will default to 1.99% and Transaction Fee will default to 25¢.  <input type="checkbox"/> <b>Pass Through +</b> <input type="checkbox"/> <b>Flat</b> EBT Number _____ EBT Transaction Fee \$0.25  <b>Includes a \$5.50 Monthly ATM Networks Fee</b> Qualified Rate _____% Transaction Fee _____¢

\*Card Network Pass-Thru Fees, Dues and Assessments, Process Support and Access Fees, and Debit Network Fees at current, applicable rates. There will be a \$15.00 fee for each chargeback and retrieval.

## Where do you want your money deposited?

Please complete and provide a copy of voided check or bank letter.

FUNDS TRANSFER: In accordance with the terms set out in the Terms and Conditions, transfer funds will be made to / from the checking account set forth in the attached voided check or bank letter.

Bank Account (DDA)# \_\_\_\_\_

Routing (ABA)# \_\_\_\_\_

## Merchant Application and Contract Acceptance

By submitting this signed application to SpotOn, you acknowledge and agree that you have received, read, understood, and hereby agree to be bound by the Merchant Terms and Conditions at [www.spoton.com/legal/merchant-terms/](http://www.spoton.com/legal/merchant-terms/) ("Standard Terms"), the Processing Terms and Conditions at [www.spoton.com/sma/](http://www.spoton.com/sma/) ("Processing Terms"), Privacy Policy at [www.spoton.com/legal/merchant-privacy/](http://www.spoton.com/legal/merchant-privacy/) and Amex OptBlue Terms and Conditions at [www.spoton.com/amex-terms/](http://www.spoton.com/amex-terms/), and specifically agree and acknowledge that: (1) the person submitting this application is authorized to bind the entity reflected herein ("Client") to the Standard Terms and the Processing Terms and jointly and severally represents, warrants, and agrees that all information in this Merchant Application is true, correct, and complete. (2) THE STANDARD TERMS AND THE PROCESSING TERMS INCLUDE A DISPUTE RESOLUTION PROVISION, ARBITRATION TERMS, AND A WAIVER OF PURSUING CLAIMS BY CLASS ACTION. (3) The Processing Terms may be terminated by Client at any time and for any reason upon 30 days prior written notice of termination to SpotOn, provided however, if the Processing Terms are terminated within twenty-four (24) months of installation of the equipment for any reason, Client will owe SpotOn the difference between the initial purchase amount for the equipment and implementation and the full list price of such equipment and implementation. (4) Amounts due from Client may be automatically set off from amounts otherwise due to Client or may be automatically debited from the account or charged to the card on file with SpotOn. (5) Client agrees to receive the Faster Funding services (as defined in the Processing Terms) provided by SpotOn's Third Party Provider, Astra, Inc. and agreed to be bound by Astra's Terms of Service (<https://astra.com/terms/>) and Privacy Policy (<https://astra.com/privacy/>).

(6) Client's credit report (and consumer reports and credit scores of any required individuals, including Client's Beneficial Owners and the person accepting these terms) may be obtained from consumer reporting agencies, which could have a negative impact on all impacted credit scores. Client represents and warrants that it has received written instruction and authorization from each such individual for SpotOn and its third-party providers to obtain information from such individuals' credit profile (including consumer reports) for identification verification and fraud/credit risk evaluation. The person accepting these terms on Client's behalf hereby consents to SpotOn (and its third-party providers) obtaining such information (including consumer reports) of such individual. (7) Client acknowledges that it has read and accepts the Tax E-Delivery Consent regarding electronic delivery of Form 1099-K and other tax-related documents ("Tax E-Delivery Consent") that is posted on SpotOn's Website at: <https://www.spoton.com/legal/tax-e-delivery-consent/>. Client agrees that: (a) its computer system meets the hardware and software requirements stated in the Tax E-Delivery Consent under "System Requirements"; and (b) it will promptly notify SpotOn of any change in its merchant taxpayer identification number, name (or fictitious name), or address as it appears on Client's Form W-9 or of a change in Client's email to be used for notification by writing, emailing, or calling SpotOn as described in the Tax E-Delivery Consent. **(8) IF CLIENT DOES NOT AGREE TO ALL OF THESE TERMS, INCLUDING THE STANDARD TERMS AND PROCESSING TERMS AND THE PERSONAL GUARANTY, DO NOT SIGN OR SUBMIT THIS MERCHANT APPLICATION AND DO NOT USE ANY OF THE SPOTON SERVICES.**

Legal Business Name \_\_\_\_\_

Signature of Authorized Signer \_\_\_\_\_

Name of Authorized Signer \_\_\_\_\_

Date \_\_\_\_\_

Signature of Authorized Signer \_\_\_\_\_

Name of Authorized Signer \_\_\_\_\_

Date \_\_\_\_\_



# Internal Use Only (This section to be completed by Hospitality Specialists)

## Setup Type

- New Setup \*(include MID or DBA)
- Add Location\* MID \_\_\_\_\_
- Change of Business Structure DBA \_\_\_\_\_
- Multi-merchant Add-on\*
- Change of Ownership\*

## Site Survey (required)

Did you (SpotOn Sales Representative) meet with business owner in person?

- Yes  No

Does business have proper signage clearly indicating the DBA?

- Yes  No

Does client use an independent servicer that stores, maintains, or transmits cardholder information?

Does client use an independent servicer that stores, maintains, or transmits cardholder information?

- Yes  No

If yes:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

Does interior of business reflect the products/services being sold?

- Yes  No

\_\_\_\_\_  
Hospitality Specialist Signature\*