



Please Fax to: **800.398.8931**

We will build your Authorize.Net™ eCommerce GatewayOnly Account and email you your activation instructions within one business day of receiving your completed **Sign-Up Form**.

# Authorize.Net Sign-Up Form

## Step 1 – Company Information - **REQUIRED:**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Age of Business (years) \_\_\_\_\_

Business Type: Partnership  Sole Proprietorship  Corporation / LLC  Non Profit

Fed Tax ID \_\_\_\_\_ Products/Services Sold \_\_\_\_\_

Market Type (•^|^&cone): Card Not Present (CNP) / eCommerce Card Present (CP) / Retail

## Step 2 - Owner/Principle/Partner/Officer Information - **REQUIRED:**

Name \_\_\_\_\_ Email Address: \_\_\_\_\_

Title \_\_\_\_\_ Social Security or Fed Tax ID (9 digits) \_\_\_\_\_

## Step 3 – Billing Information for Authorize.Net to bill Set Up & Monthly Gateway Fees - **REQUIRED:**

Bank Name: \_\_\_\_\_

Bank ABA Routing Code (9 digits): \_\_\_\_\_

Bank Account (checking) # \_\_\_\_\_

## Step 4 – Merchant Account Sale's Rep Contact Information - Optional

Please provide your Merchant Account **Sales Rep/Account Executive's** contact info to confirm your merchant data.

Sales Rep Name: \_\_\_\_\_ Processor Name: \_\_\_\_\_

Sale's Rep Email: \_\_\_\_\_ Sales Rep Phone: \_\_\_\_\_

**Step 5 – Current eCommerce Processor – REQUIRED:**

**YOU MUST CONFIRM YOUR CURRENT INTERNET MERCHANT ACCOUNT DATA:**

**Please pay special attention to the NUMBER of DIGITS required.**

**The number of digits in each category must match or we cannot build your Authorize.Net Account:**

<b>FIRST DATA: FDC – NASHVILLE</b>	(Do NOT provide your 12 digit Merchant Number)
Merchant ID (MID): (7 digits)	
Terminal ID (TID): (7 digits)	
<b>FIRST DATA: FDC – Omaha</b>	
Merchant ID: (15 digits)	
<b>FIRST DATA: PAYMENTECH</b>	
Client: (4 digits)	
Merchant # (Gensar #) (12 digits)	
Terminal Number (TID) (3 digits)	
<b>GLOBAL (GPS)</b>	
Acquirer Inst. ID (Bank ID): (6 digits)	
Merchant ID (MID): (15 digits)	
<b>NOVA</b>	
Bank Number/Term Bin: (6 digits)	
Terminal ID (TID):(16 digits)	
<b>VITAL</b>	
Merchant Number: (12 digits)	
Bin Number: (6 digits)	
Agent Number: (6 digits)	
Chain Number: (6 digits)	
Store Number: (4 digits)	
Terminal Number: (4 digits)	
MCC/SIC Code: (4 digits)	

**Step 6 – Accepted Cards -**

Please **CHECK** the cards that your Internet Merchant Account is authorized to accept:

VISA

MasterCard

American Express

Discover

## Authorize.Net eCommerce Fees:

By signing below, I acknowledge and agree that:

(I) I am an authorized principal, partner, officer, owner or other authorized representative of Company that is authorized to bind Company to contractual obligations and authorized to provide the information contained in this Set-Up Form.

(II) I will be billed a **non-refundable one time Setup Fee indicated below** by Authorize.Net at the end of my first month, will thereafter be charged monthly Gateway Access Fees and Per Transaction Fees, as set forth below and in the Authorize.Net Payment Gateway Merchant Service Agreement.

(III) I have read, and agree to be bound by the terms and conditions of the Authorize.Net Payment Gateway Merchant Service Agreement incorporated herein by reference and located at the following URL: [http://www.authorizenet.com/files/Authorize.Net\\_Service\\_Agreement.pdf](http://www.authorizenet.com/files/Authorize.Net_Service_Agreement.pdf).

**YOUR SIGNATURE:** \_\_\_\_\_ **Date:**     /     /

Please select from the following **price plan options** based on your projected volume:

<b>CLASSIC Authorize.Net:</b> RECOMMENDED IF YOU ARE PROCESSING LESS THAN 125 TRANSACTIONS MONTHLY	<b>\$49.00 set up</b> <b>\$15.00 per month</b> <b>10 cents per trans</b>
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<b>ADVANCED Authorize.Net:</b> RECOMMENDED IF YOU ARE PROCESSING BETWEEN 125 AND 1300 SALES PER MONTH	<b>\$59.00 set up</b> <b>\$20.00 per month</b> <b>6 cents per trans</b>
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<b>ENTERPRISE Authorize.Net:</b> RECOMMENDED IF YOU ARE PROCESSING GREATER THAN 1300 TRANS PER MONTH	<b>\$99.00 set up</b> <b>\$99.00 per month</b> <b>2000 FREE per month</b> <b>(then 6 cents per trans)</b>
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(All Batch Fees 15 cents per batch) (Classic/Advanced valid for eCommerce/Retail) (Enterprise valid for eCommerce only)

### **Value Added Services** (optional):

Please check any you wish to enroll in – you may cancel these services at any time including during activation.

**There are no additional set up or transaction fees for these optional Value Added Services:**

- Customer Information Manager (CIM): \$20.00 per month
- Automated Recurring Billing (ARB): \$10.00 per month
- Advanced Fraud Detection Suite (AFDS): \$9.95 per month

Your Email Address: \_\_\_\_\_

**Please Fax Completed Sign-Up Form to: [800.398.8931](tel:8003988931)**

Within one business day of faxing your completed Sign-Up Form, you will receive a detailed email containing your "Activation Instructions" for your new Authorize.Net payment gateway.

For sales questions, please call us at: 888.476.GATE (4283)