



MERCHANT ACCOUNT APPLICATION

BANK OF NORTH DAKOTA
RETAIL & CUSTOMER SERVICE
SFN 59600 (08-2024)

Request Type <input type="checkbox"/> New Merchant Account <input type="checkbox"/> Add Terminal ID		Merchant ID (MID) (for existing accounts)	
Merchant DBA (Doing Business As) Name		Receipt and Statement Name (24 characters)	
Merchant Physical Address		City	State ZIP Code
Mailing Address (if different)		City	State ZIP Code
Merchant Legal Name <input type="checkbox"/> State of North Dakota <input type="checkbox"/> Other-Specify:		Tax Identification (ID) Number	
Primary Merchant Contact Name (authorized to open and update merchant accounts)			
Primary Contact Telephone Number		Primary Contact Email Address	
DBA Contact Name (receives statements and notices)			
DBA Contact Telephone Number		DBA Contact Email Address	
Customer Service Telephone Number (prints on receipt)		Customer Service Email Address	
Chargeback Contact Name		Chargeback Email Address	
Primary Payment Card Industry (PCI) Compliance Contact Name		Primary PCI Compliance Email Address	
Secondary PCI Compliance Contact Name		Secondary PCI Compliance Email Address	
PCI Compliance <input type="checkbox"/> Complete New Self Assessment Questionnaire (SAQ) <input type="checkbox"/> Add to existing PCI SAQ (must use same processing method)		Link to MID Number	

SALES INFORMATION

Type of Business		Type of Merchandise Sold and/or Services Rendered	
Credit Cards Accepted <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express-New <input type="checkbox"/> American Express-Existing, SE Number:			
Estimated Annual Visa/MasterCard/Discover/AmEx Sales Volume		Average Ticket Amount	Highest Ticket Amount
BND Account Number Settlement will Deposit Into*		BND Account Number Fees will be Withdrawn from	

* If new, also complete SFN 61396 - Retail Account Application

PAYMENTS TAKEN IN ADVANCE

Payments Taken in Advance of Goods/Services Received <input type="checkbox"/> No <input type="checkbox"/> Yes - see additional fields		If Yes, List Percentage of Total Sales Accepted in Advance %	
Breakdown of Payments Taken in Advance (must equal 100%) 1-7 Days: % 8-14 Days: % 15-30 Days: % >30 Days: %			

RE-OCCURRING BILLING

Re-Occurring Billing <input type="checkbox"/> No <input type="checkbox"/> Yes - see additional fields		If Yes, List Percentage of Total Sales Billed on a Re-Occurring Basis %	
Billing Frequency Breakdown (must equal 100%) 30 Days: % 60 Days: % 90 Days: % Annually: % Other: %			

PERCENT OF TRANSACTIONS

Accepted on Your Website %	Card is Swiped/Inserted %	Card is Present but Keyed %	Mail/Phone Order %
Method of Payment Entry <input type="checkbox"/> Credit Card Terminal <input type="checkbox"/> Point of Sale System/Card Reader <input type="checkbox"/> Online by Staff <input type="checkbox"/> Online by Customer			
Website Address (where payments are entered)			
Additional Information			

PROCESSING METHOD

1. Credit Card Terminal

Order Options	
<input type="checkbox"/> Ingenico Desk 5000 (<i>counter terminal</i>) - must be connected over IP (\$299.00/terminal)	
Quantity	Terminal Batching Option <input type="checkbox"/> Manual <input type="checkbox"/> Auto Close-Indicate Time:
<input type="checkbox"/> Ingenico Move 5000 (<i>wireless terminal</i>) (\$399.00/terminal)	
Quantity	Connection <input type="checkbox"/> WiFi (<i>must use secure network</i>) <input type="checkbox"/> Cellular (<i>AT&T setup by Chase</i>) <input type="checkbox"/> Ethernet (<i>requires \$110.00 communications base</i>)
<input type="checkbox"/> Chase Mobile Checkout App and Reader (<i>must have agency-owned device</i>) (\$49.95/reader)	
Quantity	
<input type="checkbox"/> Orbital Virtual Terminal	
Quantity	

2. Point of Sale System/E-Commerce Payment Gateway (*confirm with vendor prior to submitting application*)

Payment System (<i>point-of-sale or e-commerce system that collects customer information and payment data</i>)	
Certified To <input type="checkbox"/> Chase Paymentech-Tampa <input type="checkbox"/> TSYS <input type="checkbox"/> Not Certified/Requires Gateway, complete below	
Payment Gateway (<i>certified gateway that authorizes transactions and transmits payment data from payment system to credit card processor</i>) <input type="checkbox"/> Chase Orbital* <input type="checkbox"/> PayPal PayFlow <input type="checkbox"/> Authorize.net* <input type="checkbox"/> Other:	
Capture Type <input type="checkbox"/> Host <input type="checkbox"/> Terminal	Connectivity Method <input type="checkbox"/> IP/Frame <input type="checkbox"/> NetConnect*
*If selected, provide contact and email below.	
Contact	Email Address (where credentials will be sent)

3. Paymentus

Model <input type="checkbox"/> Convenience Fee Model <input type="checkbox"/> Absorbed Fee Model <input type="checkbox"/> Hybrid Fee Model

I certify that everything that I have stated in this application and on any attachments is correct. Bank of North Dakota may keep this application whether or not it is approved.

Signature	Date
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BND USE ONLY

Received	Submitted	Equipment Ordered	Setup Complete	MID Assigned	Terminal ID(s) Assigned
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