



# MERCHANT ACCOUNT APPLICATION

BANK OF NORTH DAKOTA  
RETAIL & CUSTOMER SERVICE  
SFN 59600 (07-2021)

Request Type <input type="checkbox"/> New Merchant Account <input type="checkbox"/> Add Terminal ID/Account Maintenance		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BND Account Number Settlement will Deposit Into*		BND Account Number Fees will be Withdrawn from	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**

Mail/Phone Order %	Accepted on Your Website %	Card is Swiped/Inserted %	Card is Present but Keyed %
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"/> Order New - Ingenico Desk 5000 ( <i>counter terminal</i> ) - must be connected over IP		
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> )		
Connection <input type="checkbox"/> WiFi ( <i>must use secure network</i> ) <input type="checkbox"/> Cellular ( <i>AT&amp;T setup by Chase</i> )		
<input type="checkbox"/> Chase Mobile Checkout App and Reader ( <i>must have agency-owned device</i> )		
<input type="checkbox"/> Order New - Other		
Specify Make and Model		Quantity
Move Options		
<input type="checkbox"/> Move Existing Terminal		
Specify Existing Make and Model	MID Number	TID Number

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

Application/Software/Gateway Name	Version	Capture Type <input type="checkbox"/> Host <input type="checkbox"/> Terminal
Certified To <input type="checkbox"/> Chase Paymentech-Tampa <input type="checkbox"/> TSYS	Connectivity Method <input type="checkbox"/> IP/Frame <input type="checkbox"/> NetConnect	

**3. PayConnect\*** (*convenience fee model*)

\*Must also complete Project Charter

*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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**For BND use only**

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