

# easiApp

<b>DIRECTIONS:</b>		<b>IDENTIFICATION:</b>	
1. COMPLETE AND SUBMIT THIS FORM AS INSTRUCTED BY YOUR ORGANIZATION		easi PARTNER SALES REP CODE:	
2. FOR MERCHANTS WITH A SINGLE OUTLET, COMPLETE ONLY ONE FORM			
3. FOR MERCHANTS WITH MULTIPLE OUTLETS, PLEASE REFER TO THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM		easi PARTNER MERCHANT ID NUMBER:	
<b>FOR MERCHANTS PROCESSING CREDIT CARDS OVER THE INTERNET:</b>			
WEBSITE ADDRESS:		INTERNET DISCOUNT RATE:	
<b>HQ/OUTLET INFORMATION:</b>			
RETAIL DISCOUNT RATE:	MEMBERSHIP FEE:	FRANCHISE CODE:	MCC CODE:
TYPE OF MERCHANT FORM <input type="checkbox"/> SINGLE OUTLET <input type="checkbox"/> OUTLET REPORTING TO HQ <input type="checkbox"/> HEADQUARTERS		IF HEADQUARTERS, NUMBER OF OUTLETS:	FOR MULTIPLE OUTLETS: OUTLET NUMBER OF
BUSINESS (DBA):	TYPE OF BUSINESS:		PRODUCT OR SERVICE SOLD:
BUSINESS PHYSICAL ADDRESS:			
CITY:	ST:	ZIP:	BUSINESS PHONE NUMBER:
<b>ACCOUNT INFORMATION:</b>			
BUSINESS TYPE: <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP	AVERAGE TICKET \$:	ANNUAL BANKCARD SALES:	TYPE OF TRANSACTION: In person Cards not present
CORPORATION NAME:			
MAILING ADDRESS:		EMAIL ADDRESS:	
CITY:	ST:	ZIP:	
FEDERAL TAX ID:	PRESIDENT/OWNER'S SOC. SEC. NUMBER:		
PRESIDENT/OWNER'S NAME:			
HOME ADDRESS:			
CITY:	ST:	ZIP:	
<b>DEPOSIT INFORMATION:</b>			
ABA TRANSIT ROUTING NUMBER:		CHECKING ACCOUNT NUMBER:	
COMMENTS:			
<b>FOR HQ USE ONLY - DO NOT WRITE IN THIS SPACE:</b>			
easi PARTNER NUMBER:		DISCOVER CARD MERCHANT NUMBER:	

X

**FOR MERCHANTS WITH MULTIPLE OUTLETS:****Explanation -**

Typically, a merchant with three outlets requires four forms. One for the headquarters location (owner/control is at this location), and one for each of the transaction accepting locations that report to the headquarters location.

- a. Complete one form for the Headquarters location.
- b. Complete one form for each physical location accepting transactions.
- c. If desired, Internet and Card Not Present transactions can be set up as a separate location to enhance reporting or assign a separate discount rate. This would be a retail sales and an Internet rate for all non-retail sales.
- d. Remember, a Headquarters location CANNOT accept transactions.
- e. The ACCOUNT INFORMATION section only needs to be completed ONE time for a Headquarters with multiple outlets.

**FRANCHISE CODE:**

This code is not required except where a merchant qualifies for a special rate as indicated in the easi Program Reference Manual. To determine the special Discover Card Franchise Rate for additional Discover Card Franchise information, please call: 800-347-3062 and ask for EXT 10.

**MCC CODE:**

This code is not required if your organization completes this information before submitting your application to Discover Card. MCC refers to Merchant Category Code and can be found in the easi Program Reference Manual.

**DISCOUNT RATE:**

Please assign a discount rate per the Rate Table found in your easi Program Summary. On the Discount Rate Table: DMI refers to the DIRECT MAIL INDUSTRY.

**MEMBERSHIP FEE:**

A one-time Membership Fee of \$25.00 should be assessed to the merchant.

**DEFINITIONS OF IDENTIFICATION TERMS:**

1. easi Partner SALES REP CODE - this is the number that identifies you to your Acquirer. For example, if your Rep# is 1234, then enter that number into this box.
2. easi Partner MERCHANT ID NUMBER - this is the number that identifies this merchant within your system. This number will be used for tracking purposes. If you do not know this number, leave the box blank.