

# Merchant Application

Advanced Payment Systems, Inc. • P.O. Box 6654 Douglasville, GA 30154 • TEL: (770) 947-3343 • FAX: (770) 947-3397

## APPLICATION CHECKLIST

Merchants who wish to process Recurring, Telephone, Web, RCK and/or RDC check payments through Advanced Payment Systems web based system must complete the following Advanced Payment Systems Merchant Application and submit the application with the supplementary documentation listed below.

Federal law requires that all financial services companies obtain, verify, and record information that identifies each person and business entity that opens a merchant account. The information requested will be used to process the application and will be kept confidential.

Please provide the following information to complete your Advanced Payment Systems Merchant Application. Incomplete applications cannot be processed.

## **MERCHANT APPLICATION - Please fill out completely**

Federal Tax ID#, SS# and banking ABA # fields

Initial each page at the bottom

Copy of Business Certificate / License (or) Articles of Incorporation

Copy of EIN / TIN/SS-4 Certificate (or) Page 1 of Tax form showing EIN #

#### **COMPANY INFORMATION**

IRS Ruling or Determination Letter, if a non-profit claiming tax-exemption under the section 501(c)(3).

Note: Following receipt and review of your Merchant Application, Advanced Payment Systems must request that you furnish additional information:

Partnership or corporate resolution (does not apply for sole proprietorships), to verify that the individual signing this Application and the attached terms and conditions is authorized by the partnership, LLC, or corporation to execute these documents.

Publicly held or Private companies Annual Report

### **BANK ACCOUNT INFORMATION**

For each bank account specified in the Merchant Application, a copy of a VOIDED check or bank letter that clearly identifies the bank name, account holder, route/transit number, and account number.

Bank Statements (last 2 months)

## **TELEPHONE CHECK SERVICE AUTHORIZATION**

Copy of your letter sent to the debtor confirming authorized transaction or

Recording sample dialogue

### WEB CHECK SERVICE AUTHORIZATION

Screenshot of your web site that displays the authorization language

Completed applications and supplemental information must be faxed to Advanced Payment Systems (770) 947-3397. For assistance on the Merchant Application, contact Advanced Payment Systems at (770) 947-3343.



# **Merchant Application**

# **Company Information**

New Client	Existing Client		Date (MI	M/DD/YYYY)						
	Change Info	File Code								
CLIENT INFOR	MATION				-					
CLIENT INFORI	WATION				Doing Business	As (if applicable	2)			
Company Name					Doing Business	As (II applicable	<del>-</del> )			
Business Street Add	lress		City		State	Zip Code	Bus	siness Phone	Business Fax	
Billing Address (if di	fferent from above)		City		State	Zip Code	Bus	siness Phone	Business Fax	
Business Email	;	# of Locations		#0	f Employees		'	Website URL		
	ial document that verified IN [SS-4 form] or 501(c) 3		eral Emplo	yer Identifica	ation Number, fo	r example: Tax	Return	- must be signed by	preparer; Quarterly	
FEIN#		State EIN #		Dui	nn&Bradstreet #			In Business Since (I	MM/YYYY)	
	ation regarding the formatypically referred to as 'A			, whether as	a 'Sole Propriet	orship', 'Partne	ership' o	r 'Corporation' ('S', '	'C' or 'LLC'). Such	
Legal Status of Busi	iness: Corporation	S C	LLC	Partnership	Sole Propriet	or Profess	sional Ass	oc. Government	Non-Profit	
Description of Business or Service, Markets Served and Types of Busin retail, commercial, industrial)				on (e.g., Re	ason for the Trans	sactions (i.e. pa	yron)		ection Agency, please list sses that the payments on.	
COMPANY CON	ITACTS									
Name		Title		Business Pho	Phone E		Email A	Email Address		
Name		Title		Business Pho	Phone E		Email Address			
<ul> <li>PRINCIPAL OWNERS (List Company Officers &amp; Partners)</li> <li>Publicly Traded Companies and Non Profits are NOT Required to complete the "Principal Owners" section. Please provide a copy of annual reports and/or a letter from your bank attesting account ownership and banking history.</li> <li>All other Companies are Required to complete the "Principal Owners" section. This information is confidential and is required to comply with USA Patriot Act Compliance, OFAC and Banking Regulations.</li> </ul>										
Name & Title	1	Date of Birth		SS	#			Home Phone #		
Residence Address		City		Sta	State			Zip		
Name & Title	1	Date of Birth		SS	SS#			Home Phone #		
Residence Address	(	City		Sta	te			Zip		
								1		

Initials



# **Merchant Application Bank Account Information**

	INT INF	

Signature of C/N Officer

number - <b>Do Not Send a Deposit</b> • Provide copies of <b>2 Months of Ba</b>		e Bank or Financi	al Institution t	o which transaction a	amounts are to be poste	ed.	
Name of Financial Institution	Branch	Contact Name		Title	Email Address		
Address	City	State		Zip Code	Business Phone	Business Fax	
Type of Account:	Business	Personal		Checking	Savings		
SINGLE BANK ACCOUNT - You n	nay designate a single	bank account f	or Deposits,	Returns and Billin	g for Service Fees.		
Account Number:			Bank Rou	ting Number:			
		C	)R				
You may designate individual bank	accounts for Deposits	, Returns and B	illing for Ser	vice Fees.			
DEPOSITS - Funds will be deposit	ed into this bank acco	unt.	T				
Account Number:			Bank Routing Number:				
RETURNS - Items returned for any	reason will be debited	d from this acco	unt.				
Account Number:			Bank Routing Number:				
BILLING FOR SERVICE FEES - F	ees and charges billed	d by Advanced F	Payment Sys	tems will be debite	ed from this account.		
Account Number:			Bank Routing Number:				
ORIGINATOR APPROVAL							
AUTHORIZATION: I authorize the EFT Netwelloctronic funds transfer transactions I have per will remain in full force and effect until the EFT afford the companies and depositor a reasona Payment Systems five (5) days before this pace CHANGE OF INFORMATION: In order to all least 15 days prior to closing or changing the CANCELLATION: Either party may cancel to Network, Inc's authorization to debit the client by EFT Network, Inc. and/or Advanced Paymer INVESTIGATIVE REPORT: An investigative or credit reporting agency employed by EFT principals, officers, employees or agents for the BINDING CONTRACT: This contract shall be	erformed. I understand that Network, Inc. and/or Advaluble opportunity to act on it. yment is to be made. It is account above. It is account above. It is account for reversals shatent Systems on behalf of the or Consumer Report may Network, Inc. and/or agent in purpose of this application.	at these debits will on need Payment Systen I have the right to so gree to provide new as written notice to to Ill survive the termina ne client, be made in connect as of EFT Network, I on and Agreement a	ccur 10 days af ems has receiv stop payment o financial institute he other which ation of this ago ction with the a lnc. to investiga and will be used	ter I receive a faxed inved written notification from this automatic payment aution information to EF will allow the completion reement for a period of application. Applicants are references, statemed to determine the finar	roice for those transfers. I use me of its termination in the protification to EFT Network, Inc. and/or Advon of prior transactions where the days from the date of the authorize EFT Network, Inc. and obtained from the condition of the Merchant of the Mer	anderstand that this authorit such time and manner as to twork, Inc. and/or Advance vanced Payment Systems a lich may be in process. EF e last transaction processed. and/or any credit bureat the Company, or any of the	
SIGNATURE AND AUTHORIZAT	ON						
<ul> <li>Please PRINT and SIGN th</li> </ul>	is Merchant Applica	tion then FAX	to Advanc	ed Payment Syst	ems at (770) 947-33	97.	

The officer(s) signing here have the authority to execute this Agreement in its entirety with EFT Network, Inc. and/or on behalf of the corporation.

Print Name and Title

		Initials

Date

Print Company Name



# Merchant Application Services and Pricing

## SERVICES

Select which services you wish to use:

ACH PROCESSING	REMOTE DEPOSIT	RETURNED ITEM PROCESSING	UPLOAD
Recurring Payments Telephone Checks WEB Checks Point of Sale Separate application required.	Accounts Receivable Conversion  Back Office Conversion  Check21/IRD  FAXTellerPLUS	Electronic Check Representment  Centralized Returns  Separate application required.	Upload data file to EFTN to originate ACH/Chk21 transactions.

RECURRING PAYMENTS - PPD/CCD	ACCOUNTS RECEIVABLE CONVERSION - ARC			
TRANSACTION INFORMATION	TRANSACTION INFORMATION			
Recurring Transactions Expected/Month:	Paper Checks Rec'd /Month:			
Number of NSF/Returns Expected /Month:	Number of NSF/Returns Expected /Month:			
Average or Expected Amount (\$) of Each Transaction:	Average or Expected Amount (\$) of Each Paper Check:			
Verification: Yes No	FEE SCHEDULE			
FEE SCHEDULE	Consumer Presented Items			
Fee Per Presented Item	Fee Per ARC/ACH: Fee Per Returned ARC/ACH:			
Fee Per Returned Item (NSF, etc.)	Non Consumer Presented Items			
	Fee Per IRD: Fee Per Returned IRD:			
TELEPHONE CHECKS - TEL	BACK OFFICE CONVERSION - BOC			
TRANSACTION INFORMATION	TRANSACTION INFORMATION			
TEL Check Transactions Expected/Month:	Paper Checks Rec'd /Month:			
Number of NSF/Returns Expected /Month:	Number of NSF/Returns Expected /Month:			
Average or Expected Amount (\$) of Each Transaction:	Average or Expected Amount (\$) of Each Paper Check:			
ACH AUTHORIZATION  Provide recording of a sample dialogue between your staff and your customer	FEE SCHEDULE Consumer Presented Items			
OR	Fee Per BOC/ACH: Fee Per Returned BOC/ACH:			
Provide copy of the confirming letter that is sent to your customer  Verification: Yes No	Non Consumer Presented Items			
FEE SCHEDULE	Fee Per IRD: Fee Per Returned IRD:			
Fee Per Presented Item				
Fee Per Returned Item (NSF, etc.)				

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# Merchant Application

# Services and Pricing

WEB (	CHECKS - WEB	CHECK21/IRD - IRD				
TRANSACTION INFORMATION		TRANSACTION INFORMATION				
WEB Check Transactions Expected/Mo	onth:	Paper Checks Rec'd /Month:				
Number of NSF/Returns Expected /Mo	nth:	Number of NSF/Returns Expected /Month:				
Average or Expected Amount of Each	Transaction:	Average or Expected Amount of Each Paper Check:				
ACH AUTHORIZATION		FEE SCHEDULE				
Provide a screenshot of your wel	bsite that displays the authorization language	Fee Per Presented Item				
FEE SCHEDULE		Fee Per Returned Item (NSF, etc.)				
Fee Per Presented Item						
Fee Per Returned Item (NSF, etc.)						
ELECTRONIC CHEC	CK REPRESENTMENT - RCK	FAXTELLERPLUS - IRD				
TRANSACTION INFORMATION		TRANSACTION INFORMATION				
NSF Check Transactions Expected/Month:		Paper Checks Rec'd /Month:				
Average or Expected Amount of Each NSF	:	Number of NSF/Returns Expected /Month:				
NSF Fee Transactions Expected/Month:		Average or Expected Amount of Each Paper Check:				
Average or Expected Amount of Each NSF	Fee:	FEE SCHEDULE				
FEE SCHEDULE		Fee Per Month* for First Depository Account/Filecode. *includes up to 200 check items per month				
Fee Per Presented Item		Fee Per Month* for additional Depository Account/Filecodes. **relades up to 200 dreck items per month per sect.				
Fee Per Returned Item (NSF, etc.)		Fee Per Returned Item (NSF, etc.)				
		Fee Per Check items in excess of 200 per filecode/month				
		Fee Per FAX Carrier**				
		**2 Carriers are included with each Filecode at startup, this is cost for replacement carriers + shipping costs, to be determined.				
		REMOTE DEPOSIT PROGRAM SERVICE OPTIONS				
		CAR-LAR Memorize Customer ID Coupon Check				
		Endorsement Multi-Factor Authorization				
ADDITIONAL SERVI	CE FEES					
APPLICATION FEE (\$75.00 non-refundable)	MONTHLY MAINTENANCE FEE	This Monthly Maintenance Fee amount is billed, per month, for the main or HQ location of Client. If transactions are being processed from additional multiple locations of client, then each additional location or scanner shall be billed per location, per month.				

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# Merchant Application Scanner Order Form

Initials

CHECK S	CANNER ORDER FOI	RM							
Ship To					Bill To				
Name					Name				
Company					Company				
Phone		Email			Phone		Email		
Address					Address				
City		State	Zip	Code	City		State	Zip Code	
Check So	canners	^							
Quantity	Scanner Model			Price	Installation Manuals Additional an		nd/or Specific Check Scanner Instructions:		
	CX-30 Ink-Jet								
	TS-215 Ink-Jet								
	TS-230-65 Ink-Jet				İ				
	TS-4120 Ink-Jet			İ					
	Check21 Processed	Stamp							
	NONE - Existing or 'By Other 'See special Terms and Conditions on page #								
User Gui	des								
Service	ARC/BOC/C	hk21IRD F	AX	TellerPLUS	Recurring	Payments	RCK	Telephone Checks	
Additional I	Information:								

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# **Terms and Conditions**

Terms and Conditions governing the agreement between the Company or Client (the Originator) named on the Processing Agreement to which these Terms and Conditions are attached (hereinafter "Client") and EFT Network, Inc., and its officers, employees, affiliates, licensees and agents (hereinafter Processor):

WHEREAS: Client desires Processor, and Processor agrees, to provide Automated Clearing House (ACH) and other services to Client as indicated on page 2 of this agreement. Transactions are placed through Processor as a third party processor of ACH transactions, paper draft or IRD checks. Processor will send all transactions through an Origination Depository Financial Institution (ODFI) all in accordance with the terms of this Agreement, the Operating Rules (Rules) of the National Automated Clearing House Association (NACHA) and the applicable Federal Regulations (Regulations) governing ACH transaction. Entry or Entries shall mean either a Credit Entry, a Debit Entry, a paper draft or an IRD as appropriate. Client also agrees to comply with all rules at the time each entry is initiated by the Client with respect to the most recent NACHA operating rules and that each entry shall in no way breach any Federal, State, or local stature of regulation pertaining to and for electronic funds transfers, including the Electronic Funds Transfer Act and Regulation E, and all such other laws and regulations. Client understands that a violation of any NACHA rules may result in fines issued by NACHA for said violations and said fines will be passed on to client. You will comply with EFT Network, Inc.'s requests for record retention and signature authorization. You grant to us or our designee the right to audit these authorizations and your record retention compliance, at no expense to us.

- 1.1. SPECIFIC TELEPHONE CHECK GUIDELINES: The following items must be specifically adhered to in conducting electronic TELephone type check transactions but may not constitute all of the rules governing NACHA's TEL (Telephone check) program. Client agrees to comply with all NACHA Rules and Regulations concerning TEL type transactions, details of which shall be provided to the Client by EFT Network and are hereby made a part of this Agreement. Client agrees to comply with authorization requirements by either recording the telephone conversation with their customer, or by sending a confirming letter to customer.
- 1.2. SPECIFIC RECURRING PAYMENT GUIDELINES: The following items must be specifically adhered to in conducting electronic Recurring type transactions but may not constitute all of the rules governing NACHA's rules. Client agrees to comply with all NACHA Rules and Regulations concerning Recurring type transactions, details of which shall be provided to the Client by EFT Network and are hereby made a part of this Agreement. Client agrees to comply with authorization requirements by securing and preserving a written authorization from each customer that Client intends to debit on a recurring basis. EFT Network shall furnish examples of such authorization to Client for Client's use
- 1.3 SPECIFIC ARC (ACCOUNTS RECEIVABLE CONVERSION) BOC (BACK OFFICE CONVERSION) CHECK 21 IRD (IMAGE REPLACEMENT DOCUMENT) GUIDELINES:

The following items must be specifically adhered to in conducting an Accounts Receivable/Back Office Conversion Program but may not constitute all of the rules governing NACHA's ARC/BOC (Accounts Receivable/Back Office Conversion) program. Only checks of \$25,000 or less and drawn on Consumer Accounts or Business Accounts not bearing an on-us field qualify for ARC or BOC. Only checks initiated by an invoice or statement and mailed to the recipient, then mailed in to Client for payment or dropped off at a Client's payment location, are eligible for ARC. For ARC items, the check writer must be informed on each invoice or statement that their check WILL be electronically deposited. Checks provided to Client at a point-of-sale station or other 'in-person' setting shall be processed as BOC Items. For BOC items, the check writer must be informed by the Client at a point-ofsale station that their check WILL be electronically deposited. Please see Processor's other detailed information as to the specific Notification and Opt-Out language requirements and for reference to Processor's User Manual. Client is responsible for adhering to the foregoing guidelines. Should Client desire to not provide or comply with the Notification and Opt-Out language that is required under NACHA's ARC or BOC programs, then Client's checks shall be processed exclusively as 'Check 21 - IRD's (Image Replacement Documents)'. Under this option, no Notification or Opt-Out language is required. Should a customer of Client Opt-Out of having their checks processed under the NACHA ARC program, then customer shall notify Client of such fact in writing, advising the specific customer's check routing and account number. Upon receipt of such written advice, Client shall process such customer's checks as 'Check 21 - IRD's', and not as NACHA ARC transactions. Client has the option to have their checks processed as 'ARC with integrated Check 21 IRD Processing', 'BOC with integrated Check 21 IRD Processing' or exclusively as 'Check 21 IRD' processing, and shall note such elective on this application. Client is advised to note that the only items ineligible for Remote Deposit Check processing are (i) cash; (ii) checks or drafts drawn on foreign banks, and (iii) checks or drafts drawn for any currency other than the United States dollar. Upon processing checks, Client shall emboss the front of the checks with Processor's 'Check 21 Processed' stamp. Upon processing checks, Client shall be obligated to destroy the checks or employ commercially reasonable standards to preserve and secure/protect them from theft, mis-appropriation or deposit through traditional physical means.

1.3.A SPECIFIC FAXTELLERPLUS REMOTE DEPOSIT PROGRAM GUIDELINES: Client shall comply with all of Processor's special requirements pertaining to its proprietary FAXTellerPLUS Remote Deposit program, which are described under separate documentation. Client shall, upon set-up with Processor's FAXTellerPLUS program, initiate service with Processor via sending of an initial FAX TEST Transmittal page to the Processor's special FAX number. Thereafter, Client is advised to enter Processor's special receiving FAX number into the Client's FAX machine's preprogrammed memory system, to avoid having the Client's special check carriers mis-directed to an incorrect FAX recipient. Client shall ONLY use specially designed FAX check carriers as provided by Processor. At set-up, Client shall be provided with 2 check carriers per each depository account. Client shall be advised that each check carrier is unique and specific to a single depository account, and that Client shall use care to only process checks only with the given check carrier(s) that are intended for deposit to the account associated with that check carrier. Client shall contact Processor if it requires additional or replacement check carriers. Client may use any standard type of commercial facsimile machine. Client is responsible for assuring that checks are only sent to Processor one time, unless directed to re-send by Processor. Upon receipt of check images and data from Client. Processor shall perform all of its standard image quality assurance services and CAR-LAR and MICR and Dollar amount verification, and shall send back to the Client, a deposit confirmation or invalidation/ exception report. Deposit confirmation shall be sent via email or FAX or both, as directed by the Client's preference, within one hour of the close of the F/I's or Client's established processing cut-off time. If necessary, an invalidation/ exception report shall be sent via email or FAX or both, as directed by the Client's preference, within three (3) hours of when the check images/data are received from the Client. If such invalidation/exception report is sent to Client, then Client may be instructed to re-send the entire file or a specific check, or may be advised to manually deposit any specific check item. Upon processing checks, Client shall be obligated to destroy the checks or employ commercially reasonable standards to preserve and secure/protect them from theft, mis-appropriation or deposit through traditional physical means

1.4. SPECIFIC ELECTRONIC CHECK RE-PRESENTMENT/ACH GUIDELINES: The following items must be specifically adhered to in conducting electronic re-presentment but may not constitute all of the rules governing NACHA'S RCK (electronic check re-presentment) program.

[A] A Represented Item must meet the following eligible item requirements: 1. A check in an amount less than \$2500; 2. A check dated 180 days or less from the day of issuance. 3. A check that has not been transmitted twice electronically - a total of 3 deposits are allowed on any check in any combination of physical or electronic presentments. 4. A check that indicates on its face that it was returned NSF, Non Sufficient Funds, Uncollected Funds, or comparable language.

					Initials



## **Terms and Conditions**

- [B] Client must notify customer of Client's intentions to redeposit check electronically should the check be returned: Compliance may be in the form of: 1. Signed authorization or other recorded authorizations as prescribed by REG E. 2. Posted notice at point of sale, 3. Letter of notification informing customer of electronic redeposit and their ability to recover the original paper check. 4. Client must obtain or have some kind of written authorization from the account holder when collecting a fee. 5. Client must retain the original paper check for 90 days and a copy or image for 7 years. 6. All other rules in the current NACHA Guidelines must be adhered to a copy will be supplied upon request.
- 1.5. Definitions. In the Agreement which follows, persons presenting checks to you for settlement are your "Customers;" checks presented to the automated clearing house for presentment to your Customer's bank are "debits" or for presentment to your bank to pay back funds previously credited are called "credits;" debits and credits are called "entries." The account at your bank (the "settlement bank") at which the credits are offset against the debits is the "settlement account," and the residual balance which is maintained in the settlement account to pay credits is called the "reserve." The writing approved by us by which your customer authorizes you to process the entry electronically and to charge the state's allowable fee if the entry is returned is called the "authorization." The laws and regulations governing electronic transfers and automated clearing house transactions are called "rules."

#### 2.0 - CLIENT RESPONSIBILITIES

- 2.1. Obtaining Authorizations. You will obtain a signature authorization prior to asking us to charge the Customer the state's allowable fee for NSF checks.
- 2.2. Submitting Entries. While this agreement is in affect, you are authorized to use any of our applicable systems to process or transmit transactions to us. The use of any of our systems is solely at your own risk. You can transmit electronic entries on a 24 hour daily basis.
- 2.3. Representations. Client represents and warrants with respect to all entries we process for you that: (a) EACH Customer has authorized the debiting and/or crediting of his, her, or its account and the collection of any NSF check fees, (b) EACH entry is for an amount agreed to by the Customer, (c) EACH entry is in accordance with the rules and properly authorized in all other respects. Client agrees to defend, indemnify, and hold Processor and all its agents harmless for any losses, liabilities, legal action costs or expenses we incur as a result of any breach of these representations and warranties either intentionally or unintentionally by Client. Client shall cease initiating Entries immediately upon receiving actual or constructive notice of the termination or revocation by the Receiver of authority.
- 2.4. Regulatory Compliance. Client will use its best efforts, & bears the final responsibility to ensure that Clients policies and procedures meet the requirements of all applicable Rules and Regulations pertaining to ACH Transactions of any kind. Processor is very concerned that Client remains compliant to the rules and regulations regarding ACH and other type transactions. Client is encouraged to consult Clients counsel regarding compliance of authorization and payment procedures whenever there is any doubt about compliance. It is understood that Processor is solely a Data Processor and therein not required to be licensed by any Federal, State or Local government. Processor must and will comply with all rules and regulations governing ACH transactions.
- 2.5. Identifying Numbers. We may rely solely on identifying numbers provided by you to determine the bank account and other information with respect to a Receiver even if the numbers identify a bank or account holder different from the one Client identified by name. Client will indemnify Processor for any losses, liabilities, costs, or expenses Processor suffers or incurs as a result of incorrect data supplied by Client.
- 2.6. Settlement and Hold Period Requirements. You agree that we may require you to maintain a minimum balance in your settlement account. You agree that we may require an increase in this amount, or an extension of the hold period as a condition of your continued service. You authorize us to create a reserve in your name to cover any liabilities that may arise. We have the right to increase the amount of this reserve.

#### 3.0 - DEBIT AUTHORIZATION

- 3.1. Client hereby authorizes EFT Network, Inc., or its designees, to initiate debit and/or credit entries to Clients bank account in accordance with this agreement. EFT Network, Inc.'s authority will remain in full force and effect until either (a) 90 days after EFT Network, Inc. has received written notification from Client of the termination of this agreement to provide EFT Network, Inc. reasonable opportunity to act upon any outstanding liabilities; or (b) all obligations of Client to EFT Network, Inc. that have arisen under this agreement have been paid in full, including, but not limited to, those obligations described in this agreement. This obligation extends to such entries in said account concerning lease, rental, or purchase agreements for P.O.S. terminals and/or accompanying equipment and/or check processing fees and/or guarantee fees. Client understands and agrees that Client bares full liability for any kind of fraudulent transactions processed by the Client.
- 3.2. Processor's Responsibilities. Submitting entries Entries shall be submitted to the Processor by the Client using the Processors web site or processors CheckRep Software as provided by the Processor. Entries received by the processor by 5:00 PM EST shall be processed through the contracted third party Processor the same day.
- 3.3. Accepting Transactions: We are responsible for accepting and processing only those entries that have been received in a proper format and on a timely basis.
- 3.4. Originating Transactions. Processor will use the information provided by Client to originate Client entries through the ACH. Client understands that Processor may reject Clients Entries for any reason permitted or required in the Rules and Regulation. Client also understands that a Entry may be rejected by Processor or its origination may be delayed if the Entry would cause Processor to knowingly violate any Federal Reserve or other regulatory risk control program or any law or regulation. At Client's request, Processor will make reasonable efforts to reverse or delete an Entry, but Processor will have no responsibility for the failure of Processor or any other person or entity to comply with client request. All requests MUST be in writing and faxed, delivered or mailed to the EFT Network, Inc.
- 3.5. Returned Entries and NOC's. Processor will apply returned Entries to Clients account when they are received. All returns will be processed and available through Processors web site or CheckRep software or by other means as agreed to by the Processor and the Client.
- 3.6. Settlement and Finality. (a) We will settle all entries after the preestablished hold period normally five (5) business days from the date the transactions are initially transmitted to the ACH or on a schedule agreed to in writing and made as part of this agreement or at our discretion. (b) Returned Entries Beyond Settlement: Entries not honored by your customer's bank will be debited from your settlement account. In the event there are not sufficient funds in the Account to cover Clients obligations under this Agreement, Client agrees to pay Processor the amount of the deficiency on demand in immediately available funds. Processor may, as a last resort, hold or net settle transactions and or debit any account maintained by Client to recover returned transactions. Any Credit Entries that Client creates will be debited from Clients account in accordance with the hold period prior to the credit being distributed to Client payees accounts. In the event the Debit Entry is returned for any reason, the Credit Entries will be canceled due to the unavailability of funds. (d) Re-presentment, and Lockbox - Client's account will be credited after a pre-agreed hold period, This hold period allows sufficient time for as many returns to be received by Processor as possible before settlement.
- 3.7. Reports. Processor will provide detailed report of all funds transfers collected as a result of any & all funds transfers. Monthly transaction reports will be delivered to you by email, Fax, U.S. Mail, or on-line reporting via the Internet.

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# **Terms and Conditions**

#### 4.0 - OTHER TERMS AND CONDITIONS

- 4.1. Pricing and Payment. You shall make payment to us for fees and expenses pursuant to the price and payment terms set forth on Page Two of this agreement. Our fees and expenses will be billed monthly, and/or as agreed to as per Page One of this agreement, and you authorize us to electronically debit your bank account to which your collections are credited or a separate bank account as long as said account remains in good standing. Amounts not collected thirty one days after billing will accrue interest at the rate of 1.5% per month beginning on the thirty first day after billing until paid in full and you agree to pay us a \$25.00 fee for any debits to your account which are not honored.
- 4.2. Term and Cancellation. This Agreement shall have an initial term of twelve months and shall thereafter automatically renew unless terminated by 90 days advance written notice from one party to the other of this agreement. 4.3. No Warranty. WE MAKE NO WARRANTY, EXPRESSED OR IMPLIED, AND THERE ARE EXPRESSLY EXCLUDED ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WE SHALL HAVE NO LIABILITY WITH RESPECT TO OUR OBLIGATIONS UNDER THIS AGREEMENT FOR CONSEQUENTIAL, SPECIAL, DIRECT, EXEMPLARY, PUNITIVE, OR INCIDENTAL DAMAGES TO YOU OR TO THIRD PARTIES DEALING WITH YOU EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 4.4. Limitation of Actions. No action or proceeding arising out of this Agreement may be brought by us or you more than one year after the cause of action has arisen.
- 4.5. Independent Contractors. We and you are acting hereunder as independent contractors and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be construed as authority for either party to act for the other party in any agency or other capacity, or to make commitments of any kind for the account of or on behalf of the other, except to the extent and for the purposes provided for herein.
- 4.6. Arbitration. All disputes between the parties arising out of this Agreement shall be submitted to binding arbitration in Westchester, NY, under the commercial arbitration rules of the American Arbitration Association. The arbitrator's award may be entered in any court having jurisdiction of the parties. Any award may include and award for attorneys fees and costs.

SIGNATURE AND AUTHORIZATION

- 4.7. Notice. All notices required or permitted to be given shall be deemed sufficient if sent by fax, email, or U.S. mail and received at the addresses set forth herein.
- 4.8. Confidentiality/Restriction on Use of or Disclosure of Trade Secrets. Neither party will disclose to anyone, directly or indirectly, either during the term of this Agreement or at any time thereafter, any trade secrets, or confidential information of the other party or use such information other than in the course of services provided under this Agreement. All documents that we prepare, or any confidential information that might be given to you in the course of our services under this Agreement, are our exclusive property and shall remain in our possession on our premises. Under no circumstances shall any such information or documents be removed without our prior written consent. Processor may advise potential users of the services that Processor has with Client.
- 4.9. Modification, Term, and Termination. Processor will notify Client in writing of any modification to this agreement. Use of the Processors services after the Client receives the notification of the modification in writing by evidence acceptance of the modifications. Any termination will not affect either parties rights or obligation arising before the termination.
- 4.10. Damage Waiver. Processor will not be liable to Client for any special, consequential, indirect or punitive damages, whether or not (1) any claim for these damage is based in tort or contract or (2) either party knew or should have known the likelihood of these damages in any situation. Processor makes no representations or warranties other than those expressly made in this Agreement.
- 4.11. Entire Agreement . This Agreement makes up the entire agreement between the parties concerning Processors ACH services. If any provision of this Agreement is deemed unenforceable, the remaining provisions shall remain enforceable. There are no third party beneficiaries of this Agreement. Client means each Client named on the EFT Network, Inc. Processing Agreement and any and all other parties as the contract requires. If there is more than one Client named on the Processing Agreement each and every so named Client is bound by the signing thereof.
- 4.12. Acceptance. This Agreement and schedule is governed by New York Law and not binding on us until accepted by us at our processing office in New York

Initials

Signature of C/N Officer	Print Name and Title	Print Company Name	Date
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The officer(s) signing here have the authority to execute this Agreement in its entirety with Advanced Payment Systems on behalf of the corporation.			
BINDING CONTRACT: This contract shall be binding on the parties only upon execution by an authorized representative of Advanced Payment Systems.			
SIGNATURE AND AUTHORIZATION - Advanced Payment Systems			
Authorized Advanced Payment Systems Signature	Print Name and Title	Print Company Name	Date
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SIGNATURE AND AUTHORIZATION - EFT Network			
Authorized EFT Network Signature	Print Name and Title	Print Company Name	Date

Please PRINT and SIGN this Merchant Application then FAX to Advanced Payment Systems at (770) 947-3397.