

# FAX COVERSHEET

Vers. 2019.1



SUBMIT PAPERWORK TO:  
FAX: 1-866-933-3608 OR  
EMAIL: FAX@MAINSTREAMMMS.COM

ADDITIONAL EQUIPMENT PACKET

DATE:

AGENT#:

AGENT NAME:

CUSTOMER NAME:

MERCHANT NAME:

MERCHANT #:

OLA ID#:

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MERCHANT WEBSITE ADDRESS: www.\_\_\_\_\_

TYPE OF SUBMITTAL:

- PROCESS A NEW CUSTOMER     ADDITIONAL MERCHANT     UPDATE TO MERCHANT     ADDITIONAL SERVICES/EQUIPMENT     CHANGE OF OWNERSHIP

IF THIS IS A CHANGE OF OWNERSHIP, LIST PREVIOUS MERCHANT #

**\*\*PAPERWORK ATTACHED\*\***

- |  |  |
|--|--|
| <input type="radio"/> MERCHANT TRANSACTION PROCESSING AGREEMENT        | <input type="radio"/> REVEL FORMS                  |
| <input type="radio"/> VOIDED CHECK (MUST BE PREPRINTED) OR BANK LETTER | <input type="radio"/> CASH ADVANCE / LOAN FORMS    |
| <input type="radio"/> PAYMENT FORM                                     | <input type="radio"/> CHECK SERVICE FORM           |
| <input type="radio"/> RECENT STATEMENT (WITHIN THE LAST 3 MONTHS)      | <input type="radio"/> BANK ACCOUNT CHANGE FORM     |
| <input type="radio"/> COPY OF PROFIT CALCULATOR                        | <input type="radio"/> IRS FORM W-9                 |
| <input type="radio"/> ADDITIONAL SERVICES FORM                         | <input type="radio"/> TERMINAL PLACEMENT AGREEMENT |
| <input type="radio"/> ADDITIONAL EQUIPMENT FORM                        | <input type="radio"/> _____                        |
| <input type="radio"/> VALUTEC OR FACTOR 4 GIFT CARD FORMS              | <input type="radio"/> _____                        |
| <input type="radio"/> EQUIPMENT PROGRAMMING FORM                       |  |

NOTES:

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ADDITIONAL EQUIPMENT FORM

Sales Order #

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MERCHANT INFO	Select only ONE option per form.
	<input type="radio"/> New MainStream Merchant:
	Merchant Name <input type="text"/>
	*Must use the same merchant name used on the Merchant Transaction Processing Agreement
	<input type="radio"/> Existing Mainstream Merchant:
Merchant Name <input type="text"/>	
Merchant # <input type="text"/>	
<input type="radio"/> Existing Mainstream terminal:	
Terminal # <input type="text"/>	

EQUIPMENT	BANK is not offering equipment under this section and shall have no liability for equipment offered under this section.					
		N	E	X	Manufacturer	Model/Version
	Terminal	<input type="radio"/>	<input type="radio"/>		<input type="text"/>	<input type="text"/>
	Pin Pad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
	VAR/Other	<input type="radio"/>	<input type="radio"/>		<input type="text"/>	<input type="text"/>

SHIPPING	Ship To <input type="radio"/> Merchant DBA Address <input type="radio"/> Merchant Legal Address <input type="radio"/> Sales Agent Address <input type="radio"/> Other
	Shipping Name <input type="text"/>
	Address <input type="text"/>
	City <input type="text"/> ST <input type="text"/> Zip <input type="text"/> Phone # <input type="text"/>
	Shipping Method <input type="radio"/> Ground <input type="radio"/> 2-Day <input type="radio"/> Overnight <input type="radio"/> Saturday

NOTES	For "ISO" use only. Notes will not alter the Merchant Application
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Customer #	Sales Order #

COMM	POS Equipment Communication Method <input type="radio"/> Dial <input type="radio"/> IP/Ethernet <input type="radio"/> WIFI <input type="radio"/> GPRS/Wireless   If IP: <input type="radio"/> Static <input type="radio"/> Dynamic
	Static IP Address: _____ Subnet Mask: _____ DNS 1: _____ DNS 2: _____
	Gateway IP Address: _____

RECEIPTS	Receipt Footer: <input type="radio"/> All Sales Final <input type="radio"/> No Refunds <input type="radio"/> Store Credit Only <input type="radio"/> Refund to Credit Card    Receipt Font    42 (standard)    32
	Custom Line 1 (Limit of 22 Character Spaces): _____
	Custom Line 2 (Limit of 22 Character Spaces): _____

TIME	Time Zone: <input type="radio"/> EST <input type="radio"/> CNT <input type="radio"/> MTN <input type="radio"/> PAC <input type="radio"/> HST <input type="radio"/> AKST	Auto Close:    Yes    No	Print Customer Receipt:
	Active Processing Options: <input type="radio"/> Credit <input type="radio"/> Debit <input type="radio"/> EBT <input type="radio"/> Gift <input type="radio"/> Check Services	Auto Close Time: <input type="radio"/> AM	None    Confirm
		_____ : _____ <input type="radio"/> PM	Automatic

SETTINGS	Security Options: <input type="radio"/> CVV <input type="radio"/> AVS	EMV Processing: <input type="radio"/> On <input type="radio"/> Off <small>Cannot be turned off on Ingenico terminals</small>	Enable Commercial Card Prompts:    Yes    No	Level III/B2B Processing:    On    Off														
	Enter Last 4 Digits: <input type="radio"/> Yes <input type="radio"/> No	Small Ticket*: <input type="radio"/> Yes <input type="radio"/> No <small>Under \$25, no signature required</small>	** Swipe Simple / TSYS Mobile / TSYS Virtual Terminal **															
	<b>** Tips **</b> Tip Line <input type="radio"/> Yes <input type="radio"/> No Tip at Time of Sale: <input type="radio"/> Yes <input type="radio"/> No Prompt for Tip Percent: <input type="radio"/> 15%, 18% 20% <input type="radio"/> Custom:    ___ %   ___ %   ___ % Additional Server Numbers: _____ Additional Server IDs:        _____ Clerk/Server:        Yes    No		<b>** Manager Password **</b> <input type="radio"/> Default <input type="radio"/> Custom Enter Custom Password Below: _____															
			User's Full Name: _____ User's Email Address: _____ Enable Post Auth Tip?            Enable Cash Discount? (SwipeSimple Only) SVC Fee %    _____ %   OR   SVC Fee ¢    _____ ¢															
			** SwipeSimple - Add Additional Users**															
			<table border="1"> <thead> <tr> <th>User Full Name</th> <th>User Email</th> <th>Role (Admin or Member)</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> Adding more users? List details of all additional user IDs in the notes section at the bottom of the page.		User Full Name	User Email	Role (Admin or Member)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
User Full Name	User Email	Role (Admin or Member)																
_____	_____	_____																
_____	_____	_____																
_____	_____	_____																
_____	_____	_____																
Password Options: <input type="radio"/> Sale <input type="radio"/> Void <input type="radio"/> Refund <input type="radio"/> Settlement <input type="radio"/> Offline <input type="radio"/> Tip Adjust <input type="radio"/> Clerk/Server <input type="radio"/> Reports																		

POS & GATEWAY SETUP INFORMATION	<b>POS System Setup Information</b>		<b>VAR/Reseller Company Information</b>	
	Manufacturer: _____		Reseller Name: _____	
	Software Name: _____		Reseller Contact Name: _____	
	Software Version: _____		Reseller Phone Number: _____	
	Middleware/Gateway Required? <input type="radio"/> Yes <input type="radio"/> No		Reseller Fax Number: _____	
	Middleware/Gateway Name: _____		Reseller Email Address: _____	
	Middleware/Gateway Version: _____		Email Parameter Sheet to: _____	
	<div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> Host Capture    <input type="radio"/> IP/Ethernet  <input type="radio"/> Terminal Capture   <input type="radio"/> Dial                 </div>		VAR Fee to Convert Merchant: \$ _____	
			VAR Fee to Install Middleware/Gateway: \$ _____	

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	_____
	_____

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 Legal Name 

EQUIPMENT	Manufacturer/Make/Model	Qty		
Terminal	<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 30px;" type="text"/>		
Terminal	<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 30px;" type="text"/>		
Pin Pad	<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 30px;" type="text"/>		
Other	<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 30px;" type="text"/>		
			TOTAL EQUIPMENT PRICE	
			\$	<input style="width: 80px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/>

PAID IN FULL	<input type="radio"/> Paid by ACH		<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 95%; height: 15px;" type="text"/>	Equipment Price	\$	<input style="width: 95%; height: 15px;" type="text"/>
			(Bank Routing #)	(Checking Account Number)	Tax	\$	<input style="width: 95%; height: 15px;" type="text"/>
	<input type="radio"/> Paid by Credit Card		<input style="width: 95%; height: 15px;" type="text"/>		Application Fee	\$	<input style="width: 95%; height: 15px;" type="text"/>
			(Credit Card #)	(Expiration Date)	Other	\$	<input style="width: 95%; height: 15px;" type="text"/>
					Total Due	\$	<input style="width: 95%; height: 15px;" type="text"/>

PAID BY INSTALLMENTS	Down payment paid by?				Equipment Price	\$	<input style="width: 95%; height: 15px;" type="text"/>
	<input type="radio"/> Paid by ACH		<input style="width: 95%; height: 15px;" type="text"/>		Tax	\$	<input style="width: 95%; height: 15px;" type="text"/>
			(Bank Routing #)	(Checking Account Number)	Application Fee	\$	<input style="width: 95%; height: 15px;" type="text"/>
	<input type="radio"/> Paid by Credit Card		<input style="width: 95%; height: 15px;" type="text"/>		Other	\$	<input style="width: 95%; height: 15px;" type="text"/>
		(Credit Card #)	(Expiration Date)	Total Due	\$	<input style="width: 95%; height: 15px;" type="text"/>	
					Down Payment	\$	<input style="width: 95%; height: 15px;" type="text"/>
					Net Due	\$	<input style="width: 95%; height: 15px;" type="text"/>
Note: The down payment is due immediately. Remaining installment payments (up to 3) will be collected by ACH in 30-day increments from the date of this agreement. Certain products are limited to a single installation payment after the down payment.					# of Additional Installation Payments		<input style="width: 95%; height: 15px;" type="text"/>
					Installment Payment Amount	\$	<input style="width: 95%; height: 15px;" type="text"/>

OTHER	<input style="width: 95%; height: 100%; border: 1px solid black;" type="text"/>		Total Fee	\$	<input style="width: 95%; height: 15px;" type="text"/>

SIGNATURE	The Undersigned hereby authorizes Mainstream Merchant Services, Inc. to electronically draft via the Federal Automated Clearinghouse (ACH) system the amounts indicated above and, if applicable, all installment payments from the account identified by Customer herein or have the fees described above charged to signer's credit card as indicated.				
	<input style="width: 95%; height: 100%; border: 1px solid black;" type="text"/>	<input style="width: 95%; height: 100%; border: 1px solid black;" type="text"/>	<input style="width: 95%; height: 100%; border: 1px solid black;" type="text"/>	<input style="width: 95%; height: 100%; border: 1px solid black;" type="text"/>	
(Signature)		(Printed Name)		(Title)	(Date)