

# PaySuite

Business Information Questionnaire	
DBA (what will appear on customer's statement)	
Complete address	
Company phone	
Sales page URL	
Customer service phone number	
Legal Business Name (as it appears on tax return)	
Legal address, if different	
Company fax number	
Contact person (if questions on account)	
Contact person's email	

Business Profile	
Business Structure (corporation, LLC, sole prop, etc.)	
Date business formed & state business found in	
Number of employees	
Federal Tax ID	
Trade reference 1 – Business name	
Contact name and number (of reference 1)	
Trade reference 2 – Business name	
Contact name and number (of reference 2)	

Site Survey	
Office Structure (Office, Residential)	
Floor you occupy & # of floors in building	
Approximate square footage	

Owner/Officer	
1 - Owner's Name, Title, & Ownership %	
Social Security #	
Date of Birth	
Mobile Number	
Home Address	
Driver's License number	
2 - Owner's Name, Title, & Ownership %	
Social Security #	
Date of Birth	
Mobile Number	
Home Address	
Driver's License number	

<b>Product Price Info</b>	
<b>Projected annual volume</b>	
<b>Average ticket</b>	
<b>High ticket</b>	
<b>Describe product/service in detail</b>	
<b>Refund policy</b>	
<b>Transaction Type (swiped, mail/phone, internet) – must equal 100% if multiple types</b>	
<b>% of Business to Consumer sales</b>	
<b>% of Business to Business sales</b>	

<b>Current Account Profile</b>	
<b>Do you currently accept V/MC/D?</b>	
<b>Do you currently accept AmEx?</b>	
<b>If not currently accepting AmEx, do you want to?</b>	
<b>Name of current Processor</b>	
<b>Gateway using or would like to use</b>	
<b>Have you ever been terminated by a Processor?</b>	

<b>Bank Information</b>	
<b>Bank Name</b>	
<b>Bank address</b>	
<b>Bank phone number</b>	
<b>Contact Name</b>	
<b>Account #</b>	
<b>Routing #</b>	
<b>Is this a checking or savings account?</b>	