



# Merchant

## Card Not Present Accounts Form

Mail Order / Telephone Order [MOTO] / Internet Transactions  
Addendum To Merchant Bankcard Application

(This form must be completed by all merchants processing > 40% of keyed transactions)

### Business Name(s)

Legal Name:	Doing Business As:
Customer Service Phone Number: area code ( )	
<b>Note: This phone number will be printed on your customer's credit card statement.</b>	

### Mail Order / Telephone Order Activities

1) Describe your product(s) and/or service(s): \_\_\_\_\_

2) Do you use a Fulfillment Center to handle your MOTO by: (check any or all that apply)

- Order taking
- Credit card processing
- Inventory warehousing
- Shipping of product(s)?

If yes, please complete the following:

Fulfillment Center Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: Phone: Fax: \_\_\_\_\_

### Please describe your fulfillment procedures:

3) Who supplies your product(s) or service(s)? \_\_\_\_\_

4) Do you stock inventory at your place of business? \_\_\_\_\_ If no, where? \_\_\_\_\_

5) How do you solicit or advertise your product(s) and/or services? (check any or all that apply)

\_\_\_ Yellow Pages \_\_\_ Direct Mail \_\_\_ Newspaper \_\_\_ Magazine \_\_\_ Television \_\_\_ Radio \_\_\_ Catalog \_\_\_ Telemarketing \_\_\_ Referral

\_\_\_ Other (please explain) \_\_\_\_\_

6) How long after you receive the order does it take to ship your product(s)? \_\_\_\_\_

7) Describe your return policy: \_\_\_\_\_

\_\_\_\_\_