This form is for Download Information Only, if ordering equipment, please also provide an Equipment Order Form.

Download Setup Form

☐ New Merchant ☐ Existing Merchant ☐ Additional Terminal ID ☐ Additional Services to Add (PLEASE FAX TO: 214-260-9320)

Sales Rep / Office Information	
SALES /ISO OFFICE #:	
SALES OFFICE NAME:	
SALES REP #	
SALES REP NAME:	

Merchant Information					
MID#:					
DBA NAME:					
DBA ADDRESS:					
CITY:		STATE:		ZIP:	
TEL:		FAX:			

Enter equipment to be downloaded below

	Manufacturer (example: Lipman, Verifone)	Model # (example: Nurit 3020, Omni 3750)	QTY
1)			
2)			
3)			
4)			
5)			

Options and features below are to be set up for all equipment stated above where applicable.

Merchant Time Zone		Merchant Program Type			
☐	Eastern Time	☐	Retail	☐	Mail Order/Telephone Order
☐	Mountain Time	☐	Restaurant	☐	Petroleum (Gas Stations)
☐	Central Time	☐	Lodging	☐	QPS
☐	Pacific Time	☐	Supermarket	☐	Other (use special instructions)

Select Non-Bank Card				
☐	AMEX	☐ NEW	☐ EXISTING	#
☐	DISC/NOV	☐ NEW	☐ EXISTING	#
☐	DIN/CARTE	N/A	☐ EXISTING	#
☐	JCB	N/A	☐ EXISTING	#

Batching Options and Features		
☐	AMEX REV PIP	Only on Hypercom if Terminal Batch
☐	AMEX SPLIT DIAL	All Terminal Types if Terminal Batch
☐	AUTO BATCH	By Default if **NOT** specified
☐	TERMINAL BATCH	All Terminals

Software/Gateway: (Additional Forms are required when setting up a Gateway)	
☐	PLUG N' PAY Setup done by: ☐ SignaPay ☐ Self
☐	PC SOFTWARE NAME: ( )
☐	TOUCHTONE / DIAL PAY
☐	OTHER GATEWAY NAME: ( ) Setup done by: ☐ SignaPay ☐ Self

Select Service	
☐	EBT-FCS# :( )
☐	Check Recovery
☐	Gift Card
☐	Debit **Surcharge Amount: $**
☐	Electronic Check Conversion
☐	Other Check Service Name: Merchant ID#:

Special Instructions
DEPOSIT OPTIONS (Circle one): 1 DAY 2 DAY 3 DAY 4 DAY 5 DAY 7 DAY
ANY OTHER SPECIAL REQUIREMENTS:

Shipping and Delivery for Start-up Kit Only

Every merchant receives a Start-up Kit with imprinter plates (imprinter not included).

Shipping Start-up Kit to:	
☐ ISO Office Location ☐ Merchant Location ☐ Other (Fill Out Below)	
BUSINESS NAME:	
ADDRESS:	
SUITE / FLOOR:	
CITY:	
STATE:	
ZIP CODE:	
ATTENTION TO:	

Delivery Method		Delivery Price (Charges Will Apply)
☐	GROUND	
☐	2ND DAY	
☐	OVERNIGHT	

SignaPay is a registered ISO/MSP of Harris N.A., Chicago, IL.