



Merchant Sign-Up Checklist

Follow These Simple Instructions and You'll Be Ready To Go. If you need help filling out any of the forms, or if you have any questions, **please call Customer Service at:**

1. Fill out the "**Check Collect™ Merchant Application**" and FAX it to: (817) 572-2242.
2. Call your bank and ask, "Who is the person in charge of forwarding NSF items?" Then, fill out the "**Bank Release Authorization**" Form and MAIL it to your bank to that person's attention. *It is extremely important that you mail this form to complete your set-up.*
3. If you would like to have us attempt to collect old, non-collectable checks (up to six months old), please fill out the "**50/50 (Old Checks) Agreement**" form. If you don't have this form, call us and we'll fax it to you.
4. **MAIL the above three forms to:** The CFI Group, 5500 E. Loop 820 #205, Ft. Worth, TX 76119

The forms will be forwarded to the processing center.

5. Once you are set up with Check Collect™, you will need to obtain **authorization** from your check writing customers. If your business has retail locations, we will provide you with cash register and/or window stickers that inform customers that you reserve the right to electronically collect any dishonored checks. Besides stickers, you will also need to obtain authorization. There are three methods of doing this; read them below and decide which is most appropriate for your business. If you are not sure, please contact Customer Service at:
 - a. **Pre-Inked Stamp:** We will provide for you (at no cost) pre-inked stamps that you can stamp on the front of each check. The stamp reads "I understand & authorize all dishonored checks plus a processing fee with applicable taxes to be electronically debited from my account. Signed _____" You would then stamp each check and have the customer sign the agreement to the terms and provide their Driver License number.
 - b. **Authorization on Invoices:** If you send invoices to your customers who then send checks for payment, you can put appropriate authorization language on all of your invoices. It should read "We gladly accept your check as payment. However, in an effort not to inconvenience you we reserve the right to electronically debit your account if this item comes back dishonored, plus a \$30 (or legal limit) processing fee. Your signature is acceptance of this agreement and its terms.
 - c. **Credit Card Equipment:** If you have credit card equipment at your point of sale location, we can program it to print an authorization agreement that would be signed by the customer. Programming only takes a few minutes. This is the best solution if you have credit card equipment and you take checks at the point of sale.

That's It! The entire application process should only take you about 15 minutes to complete, and the approval/set-up process only takes a few days. We will contact you with detailed information about Step #5 (authorization) once your application has been approved.

If You Have Any Questions, Please Call Customer Service At: (254) 399-0607