Hi _____:

Here is everything you need to get your Rotary Club/Foundation/District/PETS/Zone account set up for credit card processing on your site. I have the application, the pricing, and a "how to" follow along so you can quickly get the application completed and back to me when ready. See below…

If you have any questions, please contact me.. My full information is provided below.

Some of the key benefits/advantages to going with Paya/Sage for your ClubRunner hosted site:

1. $0 set up
2. Month to month agreement – you can close the account completely on 30 days' notice.
3. We also can put the account into "dormancy"- so you can avoid fees for months that you do not need it.
4. We store the database of information, not your club. That way we handle all the card security issues.
5. We can set up recurring billing features, at any interval. So quarterly, monthly, or semi-annual dues collection can be done.
6. We also do not need the personal guarantee signed to activate.

UPDATE:
Revised Pricing!!!
We have just lowered the rate from 2.99% to 2.49% and as well lowered a bunch of the fees.
Gateway fee was $9.00   now only $5.00 per month.
Support fee was $9.00   now only $5.00 per month.
Minimum fee was $12.50   now only $5.00 per month.

We also can provide swipe devices for your onsite event(s)! Simply give us a call about a month before your event – and we can discuss what you need and get you set up with the best possible solution. We keep a number of each of our three most popular units on hand for all of our Rotary Clubs to use and share. We have both a USB swipe device that attaches to a laptop – as well as our EMV Swipe Simple unit which utilizes a connection to a smartphone or tablet for easier portability if roaming a room to sell raffle tickets as an example. There is no cost to rent the units – simply send back these units after the event so we can re-issue to another club's upcoming Rotary event.

As for filing out the attached application – I have highlighted the areas that you need to focus on. Please follow along with the below instructions:

Page 1:

"GENERAL IFORMATION" section: please fill out completely, except for Existing MID – that you can leave blank.

"TAX INFORMATION" section: very important that this is 100% accurate. We need the TAX ID for the club (and/or for the Foundation) as well as the EXACT spelling as it appears on your tax returns.

"OWNER/OFFICER" section: Any 2 can complete (President, VP, SEC, Treasurer, Executive Director,

Administrator, etc.) But I only need 1 to get activated. Due to the new US Treasury requirements that started in May 2018 - Home address, Date of Birth, and Social Security Number is now needed for approval. For background on why this is now required, please see the following link: https://www.fincen.gov/sites/default/files/2018-04/FinCEN_Guidance_CDD_FAQ_FINAL_508_2.pdf PLEASE REFER TO QUESTION #23 on pages 15 and 16 for a detail explanation.

"MERCHANT INFORMATION" under the "DISCLOSURE" section: please complete the club's name address, and phone, and sign, print name and date above "MERCHANT SIGNATURE" where you are agreeing to the 4 Important Merchant Responsibilities listed in that "DISCLOSURE" section

Page 2:

Underwriting Profile: nothing needed to add.
Billing Questionnaire: nothing needed to add.

"AUTHORIZATION TO ACH": Please complete with routing # and account # of the checking account with the club where you want your deposits to hit. IMPORTANT: we also need a voided check – so please include when submitting the application. We do not need a physical check, just a copy. And you do not need to waste a check to do this. Simply photocopy a check, then write VOID across the copy that you will provide.

Page 3:

Nothing to ADD

Page 4:

"CERTIFICATION AND AGREEMENT" section: Please sign this section (Merchant Section) ignore Accepted by bank and ignore accepted by Paya/Sage. If there is more than one officer listed on page 1, we need both officers to sign page 4
"PERSONAL GUARANTY" section: Ignore – we do not need signed.

Site Inspection: nothing needed to be added.

That's it!

To Finalize: I will need 6 pages returned to me: Simply scan the four pages of the application, a fifth page for the voided check), and a sixth page, which is a photocopy of your 501c3 form (if applicable) – this is important as this will get the Visa FANF processing fees waived with VISA.

Send all 6 pages to me at this email address, or fax to me at: 877.316.1600
For snail mail:

Send to:
Paya Bankcard

3717 E Thousand Oaks Blvd
Westlake Village, CA 91362
Attn: New Accounts Manager

Thank you!

Rick Garboski
President
Paya BankCard

(877) 514-1400 Company
(877) 316-1600 Fax
(805) 413-1021 Direct