



# Credit Card Setup Application

## Canadian Accounts Only

This document contains the information needed to set up your Merchant Account. For a Merchant Service Provider, feel free to choose your own bank, or ask our Merchant Services Department for a reference. If your Merchant Services Provider has any compatibility questions, please have them contact our Merchant Services Department at 443-561-1200 or [MSD@ue83.com](mailto:MSD@ue83.com).

Once your Merchant Account has been acquired, please fill out these forms **completely** (print or type legibly) and fax it back to Unitec at 410-579-6830 as soon as possible to ensure that your credit card device ships with your unit. If this information is not received before the unit's scheduled ship date, your distributor will be responsible for the shipping charges incurred to ship your credit card device.

Please keep in mind that after the application has been submitted, you will receive a screen shot (via fax or email) containing the Merchant ID/Terminal ID# provided by the processor which we have entered in our data base. Please confirm what we have in our system is accurate. Along with the screen shot, a confirmation form will be attached. The credit card device will not ship and the download will not be performed until the Confirmation of Correct Banking Form has been submitted.

**If you are setting up a WashPay using Mercury Payment Systems for Internet processing, you DO NOT need to complete this form. MPS instructions are located on page 3.**

**Please mark which situation applies to your site, and note which sections you need to complete:**

- New set-up (credit card device needed) – complete sections 1, 2, 3 (a-e), 5, and 6 (Internet) or 7 (dial-up)
- Change of processor – complete sections 1, 2, 3 (a & b), 4, 5, and 6 (Internet) or 7 (dial-up)
- Change of car wash ownership – complete sections 1, 2, 3 (a & b), 4, 5, and 6 (Internet) or 7 (dial-up)
- Upgrade from dial-up to Internet processing – complete sections 1, 2, 3 (a & b), 4, 5, and 6 (Internet)  
\*Contact your Unitec authorized distributor for required equipment upgrades
- Re-download for replacement credit card device – complete sections 1 and 4  
\*This is not an order form for replacement or remanufactured credit card devices

### 1. SITE CONTACT INFORMATION

Car Wash Name: \_\_\_\_\_  
Company Name (if different from car wash name): \_\_\_\_\_  
Location Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Credit Card Device Phone #: \_\_\_\_\_ "9" required to dial out?  Yes  No  
Owner's Name: \_\_\_\_\_  
Authorized Customer Representative Name: \_\_\_\_\_  
Authorized Customer Rep's Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Authorized Customer Rep's Email Address: \_\_\_\_\_

### 2. DISTRIBUTOR CONTACT INFORMATION

Distributorship Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 3. UNIT INFORMATION

- a. Type of Unit:     Wash Select II/POS                       WashPay
- b. Unit Serial Number: \_\_\_\_\_                      Modem Serial Number: \_\_\_\_\_
- c. For new units, the sales order or purchase order the unit(s) was ordered on: \_\_\_\_\_  
*\*to ensure timely shipment of your credit card device, please make sure this information is complete\**
- d. If your unit has shipped, please provide a shipping address for your credit card device: \_\_\_\_\_  
\_\_\_\_\_
- e. Shipping method:  Ground (standard charges apply)     Overnight (air freight charges apply)

### 4. CHANGE IN PROCESSOR OR OWNERSHIP

**DATATRAN REPLACEMENT:** If you are changing your processor, have a change in ownership, or are replacing your credit card device for any reason, Unitec will need a completed copy of this form (Credit Card Setup Application). You will need to contact Unitec to set up an appointment (and be on-site) to re-download your credit card device. There is an additional \$90 charge per device for this service. Please supply your credit card information below for the \$90 charge.

In the event that the remote download to your credit card device fails, you will be required to send your modem in via prepaid shipping to Unitec for programming. Unitec will charge your credit card the return shipping costs.

**DIALTRAN REPLACEMENT:** If you are changing your processor, have a change in ownership, or are replacing your credit card device for any reason, Unitec will need a completed copy of this form (Credit Card Setup Application). You **must** ship your DialTran in to Unitec for download (no field downloads). There is a \$350 fee per device for this service. Please supply your credit card information below for the \$350 charge **plus** return shipping costs.

Car Wash Name: \_\_\_\_\_

Card Type:     MasterCard                       Visa                       Discover                       American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### 5. REQUEST FOR UNITEC TO PROGRAM CREDIT CARD DEVICE

This is to advise Unitec that our Company has acquired the above Unitec Product containing a credit card device intended to be used to facilitate the electronic deposit of funds received from our customers into the Company merchant account described below at the following institution:

The Company recognizes that the information above must be accurate or the deposits may not actually be made, they may be made into an incorrect account, and/or there may be other adverse consequences. The Company further understands that Unitec cannot confirm when the Unitec Product is first used by us, or whether deposits are being properly made as intended.

Therefore, the Company agrees that it shall confirm with the above institution that the Product is properly directing deposits into the correct account by running a test transaction prior to the first use of the Product, and it shall immediately cease using the Product and immediately notify Unitec by fax at the above number if funds are not being correctly deposited as expected. It shall not use the Product at any time thereafter, until the problem is resolved and proper verification of deposits can be made.

The Company agrees that it shall assume and it shall be solely responsible for any losses it sustains at any time due to the inaccuracy of any of the above banking information, even if they are the result of Unitec's incorrect input of information into the credit card device. Should the Company pursue a claim against Unitec to recover damages for losses for which it has assumed liability as set forth above, it shall hold harmless and indemnify Unitec from any and all costs and expenses Unitec shall reasonably incur in defending against an action brought against Unitec.

**Unitec Electronics**

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COMPANY:

Signature of Authorized Customer Representative \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**6. INTERNET PROCESSOR OPTION (Wash Select II/POS & WashPay)**

**MERCURY PAYMENT SYSTEMS**

- Internet service through a broadband connection (DSL, Cable) must be available at the site. This will typically require establishing an Internet Service account through a local telecommunications company or other Internet Service Provider (ISP). The installation of this service must include a network router that uses DHCP addressing.
- The site owner must establish an account with Mercury Payment Systems ([www.mercurypay.com](http://www.mercurypay.com)) for transaction processing. To set up an account, contact Mercury at 1-800-846-4472.
- **For Wash Select II/POS units:** Unitec provides a separate credit device that is programmed for the Mercury Network. To activate this device, the Distributor or Merchant must contact their Mercury Account Rep and provide the device ID number. This ID number is printed on the device's label.
- **For WashPay:** The account is activated by entering the Merchant ID number in the equipment set-up function. The Merchant ID number is provided by Mercury in the account acknowledgement letter which is sent to the Merchant. Unitec's Distributor is responsible for entering the Merchant information into the equipment. For assistance, call Unitec's Technical Support Department.

Please check this box and return this form when using Mercury Payment Systems with a Wash Select II. When using Mercury with WashPay, follow the instructions above but you do not need to complete and submit this form to Unitec.

**IMPORTANT!**

**These instructions must be carefully followed to complete a successful installation and proper operation. Variance from these instructions will result in a delay of credit card processing. The credit card device will not be sent out with any units until Unitec receives the merchant information.**

**Unitec, Inc. is not responsible for any loss of transaction data and specifically disclaims any liability for actual or consequential damages, limiting liability to repair or replacement as set forth in Unitec, Inc.'s limited warranty.**

***For Internal Use Only***

Received By: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Total Charge: \_\_\_\_\_

\_\_\_\_\_

**7. DIAL-UP FRONT END PROCESSOR OPTION (Wash Select II/POS or WashPay)**

Global Payments Systems (GPS) of Canada, (Formerly NDC)

**MERCHANT SERVICE APPLICATION FORM**

<b>Merchant Information</b>	Note: Please ensure the information below is the same as your Merchant Agreements		
If you are changing or deleting information, please complete a "Change Request Form" available at <a href="http://www.globalpaymentsinc.com">www.globalpaymentsinc.com</a>			
Merchant name (Doing Business As)	_____		
*Max 25 characters appear under "Merchant Name" on Cardholder's Credit Card Statement*			
Merchant Address	_____		
City	Prov/State	Postal/Zip	
*Max 15 characters appear under "City" on Cardholder's Credit Card Statement*			
Contact Name	Email		
Telephone #		Fax #	

<b>P.O.S. System Information</b>	POS System Name: <u>Datacap Datatran 162SL</u>		
Vendor/Dealer Name:	<u>Unitec Electronics</u>	Contact Name:	_____
Telephone #	<u>4 4 3 5 6 1 1 2 0 0</u>	Fax #	<u>4 1 0 5 7 9 6 8 3 0</u>
Communication Type	<input checked="" type="checkbox"/> DIAL UP	<input type="checkbox"/> IP/SSL	<input type="checkbox"/> IP VPN
	<input type="checkbox"/> IP DATAWIRE	<input type="checkbox"/> OTHER	

<b>Credit Card Information</b>	Note: Please ensure the information below is ACCURATE as it will affect your bank account deposits.		
Card Types	Merchant Number	Circle the companies that provided your MC & Visa merchant #	
MasterCard	_____	<input type="checkbox"/> GPI	<input type="checkbox"/> Credit Union/CUEBS
VISA	_____	<input type="checkbox"/> Moneris	<input type="checkbox"/> First Data
American Express	_____	<input type="checkbox"/> GPI	<input type="checkbox"/> TD CanadaTrust
JCB	_____	<input type="checkbox"/> Moneris	<input type="checkbox"/> Paymentech
Discover	_____	<input type="checkbox"/> Desjardins	
Diner's Club	_____	<input type="checkbox"/> Sears	
Debit Card: If your system is certified for Debit with Global, complete a "Debit Card Services Request Form" available @ <a href="http://www.globalpaymentsinc.com">www.globalpaymentsinc.com</a>			

Attach a VOID Cheque from both MC and Visa Deposit Bank accounts

<b>Processing Information</b>	Currency:	<input checked="" type="checkbox"/> CAN\$	<input type="checkbox"/> U.S.\$	Check only ONE; Complete a separate form for each currency
Internet/eCommerce:	Do you process credit card orders over the internet?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Data Capture/Settlement:	<input type="checkbox"/> Terminal-based:	Merchant or Software provider initiates end-of-day batch upload		
	<input checked="" type="checkbox"/> Host-based:	GPS automatically closes batch daily at 1:00 a.m. EST		
POS Attended/Unattended:	<input type="checkbox"/> Attended:	POS device is operated by attendant at the site		
	<input checked="" type="checkbox"/> Unattended:	POS device is operated solely by the cardholder		
I agree to verify my bank accounts on a daily and monthly basis, to ensure that I am correctly receiving my deposits from GPS.				
Signature:	Date: (MMDDYY)			

Fax completed application to: Implementations Department 416-644-5964

<b>GPS Set up Information</b>	Back ID/ICA	_____	Merchant/Terminal ID	_____
This section will be completed by GPS Implementation department and will be forwarded back to you. Please provide this information to your vendor to configure your POS system.	Plan	_____	Company	_____
	Agent	_____	Score	_____
	Primary Access No.	<u>8 7 7 - 5 5 3 - 5 5 2 7</u>	Backup No.	<u>8 0 0 - 4 6 1 - 4 6 1 4</u>
	MCC/SIC Code	_____		

**PLEASE ALLOW UP TO 3 WEEKS FOR IMPLEMENTATION**

Global Payment Systems (GPS) of Canada, Ltd. Phone (416) 644-5959 (Press Option 1) Fax (416) 644-5964  
THIS FORM IS AVAILABLE ON-LINE AT [www.globalpaymentsinc.com](http://www.globalpaymentsinc.com)

Unitec Electronics

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