## First Bank & Trust Company Merchant Capture Application

Company Information.	
Legal Name of Business:	
Company/Doing Business As: (optional)	
Business Address, City, State, Zip:	
Business Phone & Fax:	Email:
Applicant's Direct Phone:	Cell:
Federal Tax ID #:	
Nature and Type of Business:	
Owners Experience:	
Employee Name & Job Title:	
Company Financial Statement, Tax Return, or Bu	siness Plan. Received:
Account & Deposit Information:  To open an account, contact a New Accounts Repone of our branches; Perry, Billings, or Covington  First Bank & Trust Account #:	
Use this account as your billing account? Yes / I	No
Contacts:  The Primary Contact information is required. All Primary Contact information if none are provided	other contacts are optional and will be filled in by the .
Primary Contact:	Secondary Contact:
Name:	
Title:	
Di	

Fax:	
Email:	
Technical Contact Deposit	Corrections
Name:	
Title:	
Phone:	
Fax:	
Email:	
<b><u>Authorized Depositors and Deposit Preparation Procedures:</u></b>	
Who is authorized to prepare deposits?	
Who will approve each deposit?	
If authorized personnel are not present, how are deposits handled?	
How are your deposits prepared? (Endorsed, add tape, etc.)	
Batch Totals, Tapes, and Balancing Procedures:	
Micr Repair/Endorsements: Return items/Error Resoluti	on Procedures:
What internal controls/security of computer and scanner does customer has	ave?
How is the location where deposits are prepared secured during and after	business hours?
Storage/Destruction:	
Please estimate the following "average" information	
First Deposit Time:	
Last Deposit Time:	
Items per Deposit:	
High and Low Check Amount:	
Dollar Volume per day:	
Average number of deposited items that are returned NSF:	

## **Equipment Information:**

Operating System Requirements:

- o Intel or AMD 1. GMHz processor
- o Monitor with 1024 x 768 resolution
- o 256 MB RAM
- o Microsoft Windows 2000 (SP4) or Microsoft Windows XP (SP1)
- Available USB port
- Internet Access
  - If the workstation must connect to the Internet through a corporate firewall, the corporate firewall must be configured to allow the client to initiate HTTPS requests (port 443) to the Remote Staging Server (RSS) and receive corresponding HTTPS responses from the RSS (bi-directional)
  - If a proxy server is being used, the workstation users will need the IP address, port number, and a user ID and password (if the proxy is authenticating).
  - No dial-up internet connection being used.

Customer:	First Bank & Trust Company
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: