



Tuition Express Merchant Transaction Processing Agreement

1 West Main, Ste. 201

Medford OR 97501

Phone: (888) 419-5033 Fax: 541-858-7008



INSTRUCTIONS

Application Version: Jul 2017

- Complete Application**
Complete all sections of this Application that pertain to your business.
- Submit & Finalize**
Once complete, click the "Submit and Finalize Application" button.
- Sign and Send Additional Documents**
Sign signature Page and send additional documents to Tuition Express.
- Questions?**
Call Tuition Express at: 1-888-419-5033

- Additional Documents to Send**
- Once you submit an application, please print, sign and send the **Signature Page** to Tuition Express by Fax or Email. You will also be required to Fax or Email one or more of the following documents.
- Voided Check or Bank Letter confirming your bank routing/account number
 - Government-Issued Photo ID (Driver's License)
 - Business License or State Childcare License
 - Tax ID Number Verification – IRS Form SS-4 or IRS Document showing Business Name and Tax ID Number

BUSINESS PROFILE

Ownership Type: Government (Fed St. Local) <input type="button" value="Help"/>		Services Provided: ACH + Credit Card Services <input type="button" value="Help"/>	
Legal Business Name: Lexington Fayette Urban Co. Govt <input type="button" value="Help"/>		Doing Business As: LFUCG Parks & Recreation <input type="button" value="Help"/>	
Business Address - No PO Boxes: 545 North Upper Street <input type="button" value="Help"/>		City: Lexington <input type="button" value="Help"/>	State: KY <input type="button" value="Help"/>
Mailing Address: 545 North Upper Street <input type="button" value="Help"/>		City: Lexington <input type="button" value="Help"/>	State: KY <input type="button" value="Help"/>
Contact Name: Lee Prater <input type="button" value="Help"/>		Contact Title: Office Manag <input type="button" value="Help"/>	Business Phone: 859-288-2912 <input type="button" value="Help"/>
Business Email: Lprater@lexingtonky.gov <input type="button" value="Help"/>		Additional Email Address: Lprater@lexingtonky.gov <input type="button" value="Help"/>	
Business Web Site Address: www.lexingtonky.gov/esp <input type="button" value="Help"/>		Federal Tax ID# or SS#: 610858140 <input type="button" value="Help"/>	Start of Business - Month and Year: Aug 1993 <input type="button" value="Help"/>
Type of Business: LFUCG Parks and Recreation ESP <input type="button" value="Help"/>		Type of Credit Card Processing: Cards Accepted <input type="button" value="Help"/>	Number of Locations: 1 <input type="button" value="Help"/>
Seasonal Business - Months Center is Closed J F M A M J J A S O N D <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="button" value="Help"/>			
Is a 3rd party fulfillment house used to complete orders? NO Do any 3rd parties or software vendors have access to cardholder data? PROCARE SOFTWARE CARD CHARGING POLICY: When are the merchant's clients billed for services? N/A Delivery Method of Services: N/A			
			<input type="button" value="Save Progress"/>

OWNER / OFFICER INFORMATION

Officer Name: William O'Mara	Officer Title: Commissioner
Help	Help
Enter the name of the person within your organization who is authorized to sign this agreement.	
<input type="button" value="Save Progress"/>	

Procare Software is a registered ISO/MSP of First National Bank of Omaha 1620 Dodge St. Omaha NE 68197 Phone (800-853-9586)

BANK INFORMATION

In accordance with the agreed to Terms & Conditions, all fund transfers will be made to/from the account set forth in the voided check attached to this application and referenced below.

Bank Name: J P Morgan Chase	ABA Routing Number: <input type="text"/>	Account Number: <input type="text"/>	Account type: <input type="radio"/> Checking <input type="radio"/> Savings
Bank Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>

PAYMENT ASSUMPTIONS

The values you enter in this section are assumed by all parties to be estimates (i.e. an educated guess) and do not affect your rates in any way.

Credit Card Processing

Requested Card Types:

SCHEDULE OF FEES

<p>Visa, Mastercard, Discover and AMEX OptBlue Rates</p> <table border="0"> <tr> <td>Rate 1: 0.95% + \$0.33 per item</td> <td>Rate 5: 2.00% + \$0.33 per item</td> <td>Rate 9: 2.80% + \$0.33 per item</td> </tr> <tr> <td>Rate 2: 1.25% + \$0.33 per item</td> <td>Rate 6: 2.20% + \$0.33 per item</td> <td>Rate 10: 3.00% + \$0.33 per item</td> </tr> <tr> <td>Rate 3: 1.50% + \$0.33 per item</td> <td>Rate 7: 2.40% + \$0.33 per item</td> <td>Rate 11: 3.25% + \$0.33 per item</td> </tr> <tr> <td>Rate 4: 1.75% + \$0.33 per item</td> <td>Rate 8: 2.60% + \$0.33 per item</td> <td>Rate 12: 3.50% + \$0.33 per item</td> </tr> </table> <p>Chargeback Fee: \$25.00 each Retrieval Fee: \$15.00 each</p> <p>All other applicable Association fees will be passed through at the Association's rate. For more information, please contact Tuition Express.</p>	Rate 1: 0.95% + \$0.33 per item	Rate 5: 2.00% + \$0.33 per item	Rate 9: 2.80% + \$0.33 per item	Rate 2: 1.25% + \$0.33 per item	Rate 6: 2.20% + \$0.33 per item	Rate 10: 3.00% + \$0.33 per item	Rate 3: 1.50% + \$0.33 per item	Rate 7: 2.40% + \$0.33 per item	Rate 11: 3.25% + \$0.33 per item	Rate 4: 1.75% + \$0.33 per item	Rate 8: 2.60% + \$0.33 per item	Rate 12: 3.50% + \$0.33 per item	<p>ACH Fees:</p> <p>Per Item Fee: \$0.75 each</p> <p>Return Item (RTN) Fee: \$3.50 each</p> <p>Notification Of Change (NOC) Fee: \$3.50 each</p> <hr/> <p>Monthly Maintenance Fee: \$18.50 per location</p>
Rate 1: 0.95% + \$0.33 per item	Rate 5: 2.00% + \$0.33 per item	Rate 9: 2.80% + \$0.33 per item											
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TUITION EXPRESS MERCHANT TRANSACTION PROCESSING AGREEMENT ACCEPTANCE

By their execution below the undersigned parties agree to abide by the Merchant Transaction Processing Agreement (the "AGREEMENT"). The AGREEMENT consists of the Merchant Application and the Terms and Conditions (a separate attachment hereto), and MERCHANT acknowledges it has received and read the Terms and Conditions at the time of signing. MERCHANT warrants that the information provided on the Merchant Application is complete and accurate. MERCHANT authorizes Tuition Express and/or BANK to provide a copy of this Merchant Application to any third party for the services requested. MERCHANT, its signing officer, owner, partner and any Personal Guarantor authorize Tuition Express, BANK or their agents or assigns, to make from time to time, business or personal credit inquiries and other inquiries in connection with this Merchant Application or the Agreement. By executing this Merchant Application, MERCHANT, its signing officer, owner, partner and any Personal Guarantor acknowledge that Tuition Express and/or BANK has a legitimate business need for the information contained in any personal credit report that may be obtained in connection with this Merchant Application or the Agreement, and that this Application is a business transaction that was initiated by the MERCHANT and/or any Personal Guarantor identified above. If applicable, MERCHANT agrees by its signature below to the TMS Discover Agreement and the American Express OptBlue Program Agreement. TMS is not a party to the Merchant Transaction Processing Agreement. BANK is not party to these agreements and has no obligation or liability under such agreements. In witness whereof the parties hereto have caused this AGREEMENT to be executed by their duly authorized representatives effective on the date signed or approved by BANK.

I have downloaded and read: [Tuition Express - Terms and Conditions - Sep 2016](#)

Signature Box: (Tuition Express Merchant Transaction Processing Agreement)

To be signed on the signature page of this application: 7257-6104-950-001

[Help](#)

VISA AGREEMENT ACCEPTANCE

MEMBER BANK (ACQUIRER) INFORMATION	IMPORTANT MEMBER BANK (ACQUIRER) RESPONSIBILITIES	IMPORTANT MERCHANT RESPONSIBILITIES
First National Bank of Omaha 1620 Dodge Street Omaha, NE 68197 800-853-9586	<ol style="list-style-type: none"> 1. A Visa Member is the only entity approved to extend acceptance of Visa products directly to a Merchant. 2. A Visa Member must be a principal (signer) to the Merchant Transaction Processing Agreement. 3. The Visa Member is responsible for educating Merchants of pertinent Visa Operating regulation with which Merchants must comply. 4. The Visa Member is responsible for and must provide settlement funds to the Merchant. 5. The Visa Member is responsible for all funds held in reserve that are derived from settlement. 	<ol style="list-style-type: none"> 1. Ensure compliance with cardholder data security and storage requirements. 2. Maintain fraud and chargebacks below thresholds. 3. Review and understand the terms of the Merchant Transaction Processing Agreement. 4. Comply with Visa Operating Regulations.

The responsibilities listed above do not supersede the terms of the Merchant Transaction Processing Agreement and are provided to ensure the Merchant understands some important obligations of each party and that the Visa Member (Acquirer) is the ultimate authority should the Merchant have any problems.

Signature Box: (Visa Agreement Acceptance)

To be signed on the signature page of this application: 7257-6104-950-001

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PERSONAL GUARANTY

Personal Guaranty is not required for Public Corporations, Tax Exempt Organizations or Government Entities.

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