PayPal™

Processor Setup Guide

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1 Processor Setup

Changing or Setting Up Processor

Below are instructions for changing or setting up your processor.

If you are requesting a processor change and the partner on your account is not PayPal, VeriSign, or CyberCash, you must contact your existing Partner/Reseller to verify that the processor can be changed. If your Partner allows the change then the change request will need to come from an authorized user on the Partner's account. Some processors are also resellers of the Payflow service and changing the processor can cause the existing account with PayPal to be cancelled.

If you change to a different processor and you have deactivated your old processor account, you will no longer be able to perform credits on transactions done through your old processor. If your old processor account remains active, then you would still be able to perform these transactions. If the old processor account is deactivated, in order to perform credits, you will be required to enter these as new credit transactions. This can be done programmatically or manually using PayPal Manager.

Additionally, if you have deactivated your old processor account, all transactions that were authorized using your old processor must be captured before changing processors.

For additional questions, contact PayPal Customer Service at payflow-support@paypal.com.

Perform the following steps to change and/or set up your processor information with PayPal:

1. Contact your merchant bank to obtain the processor that your account is using.

   The following processors are compatible with PayPal at this time:

   - American Express
   - Norwest (ACH) - Update
   - TeleCheck (Internet Check)
   - First Data Merchant Services (FDMS) Nashville
   - First Data Merchant Services (FDMS) South
   - First Data Merchant Services (FDMS) North (CardNet)
   - Global Payments East (NDC East)
   - Global Payment Central (MAPP)
   - Heartland
   - Litle
   - Merchant e-Solutions (Cielo Payments)
   - Moneris
   - NOVA (Elavon)
   - Paymentech - Salem
   - Paymentech - Tampa
   - SNET - SecureNet
   - TSYS (Vital/VisaNet)
   - Vantiv
   - WPAY - World Pay

2. If this is a request for a processor change:

   Ensure that all transactions authorized on the old processor have been captured or submitted for settlement. Once the processor is changed, (If you have deactivated the old processor) any transactions authorized under the old processor that have not been captured will need to be re-authorized under the new processor.

3. If this is a request for a processor change, **or** you are setting up a new account, see the appropriate processor information form (in the following sections) for information needed to set up the processor. Fill out the requested information for your processor. All information marked with * is required. Fax the completed processor information form to 303-395-2851. You may include your bank's VAR sheet as supporting documentation (this is optional). The VAR sheet alone is not sufficient for a change.

4. Once PayPal Customer Service updates your account, you will receive a confirmation by email. Any changes done to the account will take effect after the top of every hour.

5. It is highly recommended that you perform a "test" transaction on the live servers using a personal credit card to verify that the information is correct at both PayPal and your merchant bank.

   To perform a test transaction:

   a. Log in to PayPal Manager at https://manager.paypal.com.

   b. Select "Virtual Terminal" from the toolbar.

   c. Select "Single Transaction". Select "Test" in the Transaction Mode field. Refer to the online help on PayPal Manager for instructions on performing a transaction.

   d. Enter $1.00 for the test transaction, and click **Submit**. You should receive a result code of "0" and a response message of "approved".

If you have any problems with processing transactions:

1. Contact your merchant bank to verify the processor information.

2. Contact PayPal Customer Service at payflow-support@paypal.com to verify the processor information.

If you have any problems with receiving funds at your commercial (checking) bank:

1. Verify that the transaction(s) have settled. Look at the detail record and see if a Batch ID number was issued.

2. Contact your merchant bank to verify the routing and account number on file.

American Express

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required .

* PayPal Login ID: _____

* Account Contact Name: _____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with American Express. You can obtain this information by contacting your merchant bank or American Express at 800-528-5200.

* Merchant ID #/SE#: _____(9-11 digits)

* SIC (Category Code): _____ (4 digits)

* Business Name: _____ (20 characters)

* Business City: _____(18 characters)

* Business State: _____ (2 characters, for example - CA)

* Business Zip Code: _____ (5 digit or 9 digits)

* Currency Code: _____(3 digits, US = 840)

* Country Code: _____(3 digits)

* Industry: _____(Ecomm, MOTO, Retail)

NOTE: Only used for processsing American Express card types directly to American Express.

Norwest (ACH) - Update

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required. Norwest only provides ACH processing for government entities, schools and utilities.

* PayPal Login ID: _____

* Account Contact Name: _____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to update your account with Norwest (ACH). You can obtain this information by contacting your merchant bank.

* Account Name: _____ (30 characters)

* Routing Number: _____ (9 characters)

* Account Type: _____ _____(1 character)

* Account Number: _____ (17 digits)

* Trans Type: _____ (PPD, CCD)

TeleCheck (Internet Check)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received,your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name: _____

* Case #: _____

Processor Information

PayPal services requires the following information to setup your account with TeleCheck. You can obtain this information by contacting TeleCheck at 1-800-TELECHECK (1-800-835-3243).

 * Merchant ID (IP Code): _____ (8 digits)

PayPal has partnered with TeleCheck to allow you to process online checks.

Telecheck is for API/Web internet check processing only. Accounts with Telecheck do not have the option to use Payflow or PayPal's Virtual Terminal or Recurring billing for electronic checks.

In order to add TeleCheck as a processor or as an added processor first obtain an account and VAR sheet from Telecheck.

Note:
•If your partner is not PayPal, VeriSign, eBay, or CyberCash, you must contact your existing partner/reseller to verify that the processor can be added. Some processors are also resellers of the Payflow service and changing the processor can cause your existing account with PayPal to be cancelled.
•All processor change requests must come from the primary or secondary contact listed on the PayFlow Manager account or a user with Admin permissions.
•Update takes place after the top of the hour once the account has been updated with new processor information.
 From the TeleCheck website:

 As the leader in electronic check commerce, TeleCheck brings its expertise in information and risk management together with the efficiencies and safety of electronic processing. Whether merchants choose to conduct business at the point-of-sale, over the Internet, by telephone, or through timed/recurring payments, TeleCheck can process all electronic check transactions. Our services assure the timely and secure deposit of funds into a business's account. We help merchants attract new customers, improve cash flow and increase sales - bringing their business into the future today

 TeleCheck has found that most merchants face 3 primary concerns when deciding whether to accept e-checks: demand, security and expense. The TeleCheck ICA and CBP services were developed in response, and with sensitivity to, all three issues.

 Demand: According to recent studies only 50% of consumers have a credit card, while 95% of consumers own a checking account. Attract additional customers by targeting a population segment that wants the convenience of Internet/Phone shopping, with the comfort and familiarity of paying by check.

 Security: TeleCheck employs robust risk management tools that reduce fraud through real time authentication, flexible transaction limits, bank account screening, and identity-based negative files. All transactions are screened against our 547 million historical records in just seconds, providing you with unmatched security screening.

 Expense: TeleCheck prices are usually lower than credit cards, and merchants find that the incremental sales generated by the additional payment type more than justify the expense.

 You can find out more information regarding TeleCheck either online or by phone at 1-800-TELECHECK (1-800-835-3243).

First Data Merchant Services (FDMS) Nashville

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

*PayPal Login ID: _____

*Account Contact Name: _____

*Case #: _____

Merchant Bank Information

* Merchant Bank (Acquirer) Name: _____

* Merchant AccountNumber: _____

* Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with First Data Merchant Services. You can obtain this information by contacting your merchant bank or FDMS at 800-647-3722.

* Merchant ID (MID): _____ (7 digits, add leading zeros)

* Group ID (TID): _____ (7 digits, add leading zeros)

* Currency Code: _____ (3 Characters, US = 840

* Industry: _____(Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover   ☐ American Express

First Data Merchant Services (FDMS) South

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with First Data Merchant Services. You can obtain this information by contacting your merchant bank or FDMS at 800-326-2217.

* Merchant ID (MID): _____(11 digits)

* Category Code (SIC, MCC): _____(4 digits)

* Merchant State: _____ (2 characters, for example CA)

* Merchant Zip Code: _____ (5 digit or 9 digits)

* Acquirer: _____ (BSP, CHASE)

* Currency Code: _____(3 digits, US= 840)

* Industry: _____ (Ecomm, MOTO, Retail)

Enter the Merchant Account Number in the fields below only if you accept the card type:

American Express SE _____ (11 digits maximum)

Diners SE _____ (11 digits maximum)

Novus/Discover SE _____ (11 digits maximum)

JCB_____ (11 digits maximum)

Credit Card Types Accepted

☐ **Visa**   ☐ **MasterCard**   ☐ **Discover**   ☐ **American Express**

First Data Merchant Services North (CardNet)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

* Merchant Bank (Acquirer) Name: _____

* Merchant Account Number: _____

* Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with FDMS North (CardNet). You can obtain this information by contacting your merchant bank.

* Merchant ID (also known as MID): _____(12 digits)

* Terminal ID: _____ __(up to 7 digits)

* SIC: _____(4 digits)

* Tax ID: _____(9 digits)

* Currency Code: _____(3 characters, US = 840)

* Country Code: _____ (3 digits)

* Merchant Name: _____(up to 32 characters)

* Merchant Description:_____(up to 64 characters)

* Merchant City: _____(up to 64 characters)

* Merchant State: _____ (2 characters, for example CA)

* Merchant Zip Code: _____ (5 digit or 9 digits)

* Merchant Phone Number: _____(XXX-XXX-XXXX)

* Merchant URL: _____(up to 55 characters)

* Merchant Email address: _____(up to 64 characters)

* Industry: _____ (Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover   ☐ American Express

Global Payments East (NDC East)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name: _____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Global Payment East. You can obtain this information by contacting your merchant bank or Global Payments East at 800-622-2318.

* Terminal ID: _____ (up to 15 digits)

* Bank ID: _____ (6 digits)

* SIC (Category Code): _____(4 digits)

* Currency Code: _____(3 characters, US = 840)

* Industry: _____ (Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Global Payment Central (MAPP)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Global Payment Central. You can obtain this information by contacting your merchant bank.

* Terminal ID: _____ (13 digits)

* Industry: _____ (Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Heartland

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Heartland. You can obtain this information by contacting your merchant bank or Heartland at 888-963-3600.

* Merchant Business Name: _____ _(25 character max)

* Merchant City: _____ (up to 13 characters)

* Merchant State: _____ _(2 characters, for example CA)

* Merchant Phone Number: _____ _(xxx_xxx_xxxx)

* Merchant ID: _____ _(12 digits)

* V-Number/Terminal ID: _____(starts with V or 7)

* Industry: _____ (Ecomm, MOTO, Retail)

* Acquirer/Bank ID(BIN): _____ _(6 digits)

* Store Number: _____ _(4 digits)

* Terminal Number: _____ _(4 digits)

* Agent Chain Number: _____ _ (6 digits)

* Agent Bank ID(BIN): _____ _ (6 digits)

* Currency Code: _____ _ (3 characters, US = 840)

* Country Code: _____ _ (3 digits)

* Merchant Zip Code: _____ (5 digit or 9 digits)

* Merchant Category Code (SIC, MCC): _____ _(4 digits

* Time Zone: _____ _ (709, 708, 707, 706, 705)

* Merchant Location Number: _____ (5-6 digits)

Credit Card Types Accepted

☐ **Visa** ☐ **MasterCard** ☐ **Discover** ☐ **American Express**

Litle

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Litle. You can obtain this information by contacting your merchant bank or Litle & Co. at 978-275-6500.

* Merchant ID: _____(6 digits, add leading zeros)

* Industry: _____ (Ecomm, MOTO, Retail)

* Currency Code: _____ (3 characters, US = 840)

Credit Card Types Accepted

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Merchant e-Solutions (Cielo Payments)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

* Merchant Bank (Acquirer) Name: _____(64 digits max)

* Merchant Account Number: _____(32 digits max)

* Merchant Bank Phone Number: _____(xxx-xxx-xxxx format)

Processor Information

PayPal services requires the following information to setup your account with Merchant e-Solutions. You can obtain this information by contacting your merchant bank.

* BIN Number: _____ _(6 digits)

* Merchant Number_____ _(12 digits)

* Store Number: _____ _(4 digits)

* Terminal Number: _____ _(4 digits)

* Country Code: _____ _ (3 digits)

* ZIP: _____ _ (5 digits, 9 digits max)

* Time Zone: _____ _ (709, 708, 707, 706, 705)

* MCC / SIC: _____ _ (4 digits)

* Merchant Name: _____ _ (25 characters)

* Merchant Phone Number: _____ _(xxx_xxx_xxxx)

* State: _____ _(2 characters, for example - CA)

* Agent BIN: _____ _ (6 digits)

* Agent Chain Number: _____ _ (6 digits)

* Merchant Location Number: _____ _ (5 digits)

* V Number: _____ _ (7 digits without V, starts with V)

* Industry: _____ (Ecomm, MOTO, Retail)

* Currency Code: _____ _ (3 characters, US = 840)

Credit Card Types Accepted

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Moneris

NOTE: Moneris is applicable to Canada only. Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* **PayPal Login ID:** _____

* **Account Contact Name:**_____

* **Case #:** _____

Merchant Bank Information

* **Merchant Bank (Acquirer):** _____

* **Merchant Bank (Acquirer) Contact Name**_____

* **Merchant Account Number:** _____

* **Merchant Bank Phone Number:** _____

Processor Information

PayPal services requires the following information to setup your account with Moneris. You can obtain this information by contacting your merchant bank.

* **Merchant ID:** _____ _____(13 digits)

* **Terminal ID:** _____ _____(8 alphanumeric)

* **Currency Code:** _____ (3 characters, US = 840)

* **Industry:** _____ (Ecomm, MOTO, Retail)

Credit Card Types

☐ **Visa**   ☐ **MasterCard**   ☐ **Discover**   ☐**American Express**

NOVA (Elavon)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name: _____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with NOVA. You can obtain this information by contacting your merchant bank or NOVA at 800-725-1243.

* Terminal ID: _____ _____ (16 digits)

* Bank ID (Terminal BIN): _____ (6 digits)

* Currency Code: _____ (3 characters, US = 840)

* Industry: _____ (Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐Visa   ☐MasterCard   ☐Discover   ☐American Express

Paymentech - Salem

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Paymentech. You can obtain this information by contacting your merchant bank.

* Division Number: _____(6 digits)

* Currency Code: _____ (3 characters, US = 840)

* Allow Soft Descriptors: _____(Yes, No, Unknown)

* Industry: _____ (Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐Visa   ☐MasterCard ☐ Discover   ☐American Express

Paymentech - Tampa

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

NOTE: This processor is available to Canadian merchants.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

*Merchant Bank (Acquirer) Name: _____

*Merchant Account Number: _____

*Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Paymentech - Tampa. You can obtain this information by contacting your merchant bank.

* Merchant ID (also known as MID/PNS Number): _____(12 digits)

* Terminal ID: _____ __(3 digits)

* SIC: _____ _____(4 digits)

* Industry: _____ (Ecomm, MOTO, Retail)

* Currency Code: _____ (3 characters, US = 840)

Credit Card Types Accepted

☐ Visa   ☐ MasterCard   ☐ Discover   ☐ American Express

SNET - SecureNet

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required

* PayPal Login ID: _____---__-_____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with SecureNet. You can obtain this information by contacting your merchant bank or SecureNet at 888-231-0060.

* Merchant Business Name: _____--(25 character max)

* Merchant State: _____ _(2 characters, for example CA)

* Merchant Zip Code: _____(5 digits)

* Merchant Phone Number: _____--(xxx_xxx_xxxx)

* Merchant ID: _____ _(12 digits)

* V-Number/Terminal ID: _____(starts with V or 7)

* Industry: _____ (Ecomm, MOTO, Retail)

* Acquirer/Bank ID(BIN): _____---_____ _(6 digits)

* Store Number: _____---_____ _(4 digits)

* Terminal Number: _____---_____ _(4 digits)

* Agent Chain Number: _____---_____ _ (6 digits)

* Agent Bank ID(BIN): _____---_____ _ (6 digits)

* Currency Code: _____---_____--- (3 digits, US = 840)

* Country Code: _____---_____-- (3 digits)

* Category Code (SIC, MCC): _____---_____--(4 digits)

* Time Zone: _____ (709, 708, 707, 706, 705)

* Merchant Location Number: _____ (5-6 digits)

Credit Card Types Accepted

☐   **Visa** ☐   **MasterCard** ☐   **Discover** ☐   **American Express**

TSYS (Vital/VisaNet)

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Vital/ VisaNet. You can obtain this information by contacting your merchant bank or Vital at 800-552-8227.

* Acquirer/Bank ID(BIN): _____ __**(6 digits)**

* Merchant ID: _____ _(12 digits)

* Store Number: _____ _____(4 digits)

* Terminal Number: _____(4 digits)

* Country Code: _____(3 digits, US = 840)

* Merchant Zip Code: _____ (5 digits)

* Time Zone: _____ (709, 708, 707, 706, 705)

* Category Code (SIC, MCC): _____(4 digits)

* Merchant Business Name: _____ (25 characters max)

* Merchant City: _____(up to 13 characters)

* Merchant State: _____ (2 characters, for example - CA)

* Merchant Location Number: _____ (5 and/or 6 digits)

* Agent Bank ID (BIN): _____ (6 digits)

* Agent Chain Number: _____ ___ (6 digits)

* V-Number: _____(8 characters – starts with 7 or V plus 7 digits)

* Currency Code: _____ (3 digits, US = 840)

* Industry: _____ (Ecomm, MOTO, Retail)

Credit Card Types Accepted

☐ **Visa** ☐ **MasterCard** ☐ **Discover** ☐ **American Express**

Vantiv

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with Vantiv. You can obtain this information by contacting your merchant bank or Vantiv at 866-622-2907.

* Merchant Name: _____(25 characters)

*Merchant Street: _____ ___(20 characters)

* Merchant City: _____ _____(18 characters)

* Merchant State: _____ (2 characters, for example CA)

* Merchant Zip Code: _____ (5 digit or 9 digits)

* Merchant Phone Number: _____(XXX-XXX-XXXX)

* Merchant ID: _____(9 digits)

* Terminal ID: _____(3 digits)

* Merchant Category: _____ (Ecomm, MOTO, Retail)

* Bank Number (BIN**):** _____(4 digits)

* Merchant Category Code: _____(4 digits)

* Chain Code: _____(6 characters, Alphanumeric)

* Currency Code: _____ (3 digits, US = 840)

Credit Card Types Accepted

☐ **Visa** ☐ **MasterCard** ☐ **Discover** ☐ **American Express**

WPAY - World Pay

Complete this form and fax it to PayPal services at 303-395-2851. Once the form is received, your account is updated, and you will receive a confirmation by email. Fields marked with an * are required.

* PayPal Login ID: _____

* Account Contact Name:_____

* Case #: _____

Merchant Bank Information

Merchant Bank (Acquirer) Name: _____

Merchant Account Number: _____

Merchant Bank Phone Number: _____

Processor Information

PayPal services requires the following information to setup your account with WPAY. You can obtain this information by contacting your merchant bank or WPAY at 800-859-5965.

* Terminal ID: _____(6 digits)

* Check Digit: _____(1 digit)

* Merchant ID: _____ _(15 digits)

* Merchant Name: _____ _(25 digits)

* Street: _____ ___(20 characters)

* City: _____ _____(18 characters)

* State: _____ (2 characters, for example CA)

* Zip: _____ (5 digit or 9 digits)

* Country Code: _____ _ (3 digits)

* Phone: _____(XXX-XXX-XXXX)

* Merchant Email address: _____(up to 60 characters)

* Merchant Category: _____(EComm, MOTO, Retail)

* Currency Code: _____(3 digits, US = 840)

* Merchant Category Code: _____(4 digits)

Credit Card Types Accepted

☐Visa   ☐MasterCard   ☐Discover   ☐American Express