



# TUITION EXPRESS ADDITIONAL SERVICES REQUEST



**This form allows you to enter your information by typing directly into the fields. Please use this feature to complete the form.**

This form is used for requesting additional Tuition Express services. Complete the Merchant Information section in its entirety and select the Additional Services you want to add to your existing Tuition Express account. Complete the Payment Assumptions sections using your best estimates based on monthly activity.

**Once completed print, sign and fax to Tuition Express at 541-858-7008.**

## MERCHANT INFORMATION

Legal Name:  Phone #:

DBA (if Different):  Contact Name:

Address:

City:  State:  Zip Code:

## ADDITIONAL SERVICES REQUESTED

Please select the services that you want to add to your current Tuition Express Account. Recurring Credit Card will process with your current ACH processing. Point of Sale (Card Swipe) allows the merchant to accept a credit card/debit card transactions in a face-to-face environment.

- Recurring Credit Card
- Point of Sale /Card Swipe - Requires purchase of MagTek Swipe device
- All Credit Card Services (Recurring & Point of Sale)

## PAYMENT ASSUMPTIONS

Complete all fields below. For Volume and Transaction data please use your best estimate based on your current enrollment and tuition fees.

### CREDIT CARD PROCESSING:

### TYPES OF TRANSACTIONS

Requested Credit Types: \_\_\_\_\_

Internet / Recurring: \_\_\_\_\_ %

Avg. Monthly Volume (\$): \_\_\_\_\_

POS / Swiped: \_\_\_\_\_ %

Avg. Single Transaction (\$): \_\_\_\_\_

**Total must add up to 100%**

Highest Single Transaction (\$): \_\_\_\_\_

## AUTHORIZATION

Authorized Officer Title Date Signature

By signing above I hereby state that I have the legal authority to sign on behalf of the center/organization referenced herein. I further authorize Tuition Express and its representatives to make the requested changes as outlined on this form. I understand and agree to reimburse Tuition Express for any loss it may incur in instituting the requested changes.