

Completing Verifone Documents for *Point* Service

In order to sign up for Point service with Verifone, WordStock user stores need to complete and email three forms to Verifone:

1. **Point Service Merchant Agreement**, a ‘pdf’ document;
2. **ACH Authorization Form**, a ‘pdf’ document; and

This document is intended to help you to complete and submit the forms. If you need assistance completing the forms, please email **John McDowell**, WordStock Support, at **johnm@wordstock.com** or call **800-444-7224, opt 1**.

1. *Point* Service Merchant Agreement

The *Point Service Merchant Agreement* sets out all the terms and conditions of renting Point software and hardware from Verifone.

If you'll be renting the terminal from Verifone, you'll need to complete two sections of the 'STANDARD MERCHANT AGREEMENT FOR VERIFONE POINT SOLUTION': the Merchant identifying information and the "Rental Devices" section on page 1; and the Merchant information and signature section on page 3.

If you'll be using Verifone for service only, because you own a terminal, you'll need to complete a different version of the 'STANDARD MERCHANT AGREEMENT FOR VERIFONE POINT SOLUTION': look for a notation in red type at the top of page one that says "Services only - device rental not included." Complete the Merchant identifying information on pages 1 and 3.

Each WordStock POS register will need to have a Verifone MX925 terminal running *Point*; the basic monthly rental fee, per unit, is \$35.00. In addition, there are four options that we recommend you consider:

- **Priority Exchange** - A hardware maintenance program whereby Verifone will send you a replacement unit if you have an inoperable MX925 terminal; to minimize downtime, the replacement will be sent prior to Verifone receiving the problem unit; fee: \$1.50/month.
- **PCI/SAQ - PCI/SAQ Tool** is a service, provided by a third party company, ControlScan, to help

COVER PAGE																					
TO																					
STANDARD MERCHANT AGREEMENT FOR VERIFONE POINT SOLUTIONS																					
<u>OPTIONAL ADDITIONAL AGREEMENTS: FOR SALE THROUGH SELLER - DO NOT SIGN! INCL. 10/1/14</u>																					
<p>This Cover Page is to be read together with and forms a part of the official VeriFone® Merchant Agreement for the VeriFone Point Solution. For additional information regarding the individual verifiable features of the VeriFone Point Solution, refer to Exhibit A, and Exhibit B to the attached Standard Merchant Agreement.</p>																					
Name of Merchant:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>Please include 20-digit entity name, including whether a corporation (C), or partnership.</small>																				
Name of Location:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>Please include 20-digit entity name, including whether a corporation (C), or partnership.</small>																				
Type of VeriFone Point Solution: Classic																					
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> Revised Features <div style="border: 1px solid black; padding: 2px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>Base Fee</small></td> <td style="width: 50%;"><small>Total Fee</small></td> </tr> <tr> <td><small>per month, per device</small></td> <td><small>they device, the price, per month, per device (for non-option category)</small></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>100%</small></td> <td style="width: 50%;"><small>1</small></td> </tr> <tr> <td><small>for option</small></td> <td><small>discount</small></td> </tr> <tr> <td><small>for Category 1, 2, 3, 4, 5</small></td> <td></td> </tr> <tr> <td><small>for Category 6, 7, 8, 9</small></td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>additional options</small></td> <td style="width: 50%;"><small>apply to all device classes</small></td> </tr> <tr> <td><small>Mobile Payments</small></td> <td></td> </tr> <tr> <td><small>VeriSign</small></td> <td></td> </tr> </table> </div> </td> <td style="width: 33%; vertical-align: top; padding-left: 20px;"> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>If a device or option is not included under this agreement, put "N/A" in the appropriate box.</small> </td> </tr> </table>		Revised Features <div style="border: 1px solid black; padding: 2px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>Base Fee</small></td> <td style="width: 50%;"><small>Total Fee</small></td> </tr> <tr> <td><small>per month, per device</small></td> <td><small>they device, the price, per month, per device (for non-option category)</small></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>100%</small></td> <td style="width: 50%;"><small>1</small></td> </tr> <tr> <td><small>for option</small></td> <td><small>discount</small></td> </tr> <tr> <td><small>for Category 1, 2, 3, 4, 5</small></td> <td></td> </tr> <tr> <td><small>for Category 6, 7, 8, 9</small></td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>additional options</small></td> <td style="width: 50%;"><small>apply to all device classes</small></td> </tr> <tr> <td><small>Mobile Payments</small></td> <td></td> </tr> <tr> <td><small>VeriSign</small></td> <td></td> </tr> </table> </div>	<small>Base Fee</small>	<small>Total Fee</small>	<small>per month, per device</small>	<small>they device, the price, per month, per device (for non-option category)</small>	<small>100%</small>	<small>1</small>	<small>for option</small>	<small>discount</small>	<small>for Category 1, 2, 3, 4, 5</small>		<small>for Category 6, 7, 8, 9</small>		<small>additional options</small>	<small>apply to all device classes</small>	<small>Mobile Payments</small>		<small>VeriSign</small>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>If a device or option is not included under this agreement, put "N/A" in the appropriate box.</small>
Revised Features <div style="border: 1px solid black; padding: 2px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>Base Fee</small></td> <td style="width: 50%;"><small>Total Fee</small></td> </tr> <tr> <td><small>per month, per device</small></td> <td><small>they device, the price, per month, per device (for non-option category)</small></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>100%</small></td> <td style="width: 50%;"><small>1</small></td> </tr> <tr> <td><small>for option</small></td> <td><small>discount</small></td> </tr> <tr> <td><small>for Category 1, 2, 3, 4, 5</small></td> <td></td> </tr> <tr> <td><small>for Category 6, 7, 8, 9</small></td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><small>additional options</small></td> <td style="width: 50%;"><small>apply to all device classes</small></td> </tr> <tr> <td><small>Mobile Payments</small></td> <td></td> </tr> <tr> <td><small>VeriSign</small></td> <td></td> </tr> </table> </div>	<small>Base Fee</small>	<small>Total Fee</small>	<small>per month, per device</small>	<small>they device, the price, per month, per device (for non-option category)</small>	<small>100%</small>	<small>1</small>	<small>for option</small>	<small>discount</small>	<small>for Category 1, 2, 3, 4, 5</small>		<small>for Category 6, 7, 8, 9</small>		<small>additional options</small>	<small>apply to all device classes</small>	<small>Mobile Payments</small>		<small>VeriSign</small>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>If a device or option is not included under this agreement, put "N/A" in the appropriate box.</small>		
<small>Base Fee</small>	<small>Total Fee</small>																				
<small>per month, per device</small>	<small>they device, the price, per month, per device (for non-option category)</small>																				
<small>100%</small>	<small>1</small>																				
<small>for option</small>	<small>discount</small>																				
<small>for Category 1, 2, 3, 4, 5</small>																					
<small>for Category 6, 7, 8, 9</small>																					
<small>additional options</small>	<small>apply to all device classes</small>																				
<small>Mobile Payments</small>																					
<small>VeriSign</small>																					

Point Service with Terminal Rental Merchant Agreement

<p align="center">COVER PAGE</p> <p align="center">99</p> <p align="center">STANDARD-MERCHANT AGREEMENT FOR THE VERBONE POINT SOLUTION</p> <p align="center">(PERIODIC, 2012-2019, MERCHANTS - POST SALE NON-CONSENTABLE)</p> <p align="center">SERVICES ONLY, INITIAL RENTAL NOT ONCE-LEAS)</p>	
<p>This Cover Page is to be used together with and forms a part of the attached Standard-Merchant Agreement by the Verbone Point Solution. For additional information regarding the Substantive Elements of the Verbone Point Solution, refer to Exhibit A to the attached Standard-Merchant Agreement. Because service contract is incorporated by reference to the attached Merchant Agreement, all references to Verbone Point Solution and Exhibit A in the Standard-Merchant Agreement should be incorporated.</p>	
<p>Name of Merchant:</p>	<p>_____</p> <p><i>(Must include full legal entity name, including whether a corporation, LLC, partnership, etc.)</i></p>
<p>Name of Merchant:</p>	<p>WootBlock, Inc.</p> <p>_____</p> <p><i>(Must include full legal entity name, including whether a corporation, LLC, partnership, etc.)</i></p>
<p>Type of Verbone Point Solution: (Circle)</p> <p>_____</p>	
<p>Service Fee:</p>	<p>_____</p>
<p>Option:</p>	<p>_____</p>
<p>Term Fee:</p>	<p>_____</p>

Point Service-only Merchant Agreement

merchants complete the required *Payment Card Industry Self-Assessment Questionnaire*, or 'PCI/SAQ,' fee: \$3.0/month.

- **Low contour stand** - A device for holding the Verifone MX925 securely at the POS, rather than having it rest directly on the POS counter. fee: \$2.25/month.

Monthly fees for the base rental and recommended options are:

MX 925 Base unit, per POS	35.00
Priority Exchange	1.50
PCI/SAQ	3.00
Low contour stand	2.25
<hr/>	
Total, per POS, w/options	\$41.76

2. ACH Authorization Form

“ACH” stands for Automated Clearing House and refers to electronic payments transferred directly from one bank account to another. The *ACH Authorization Form* confirms that you will pay your monthly Verifone rental fees via electronic transfer. There are two sections of the *ACH Authorization Form* that you need to complete, highlighted in the illustration at right:

- The bank account information at the top of the page;
- The information for the authorized account representative(s).

The **ACH Authorization Form** will open in the Adobe *Acrobat Reader* program included with your web browser(s). Enter information into the various blank areas and then ‘sign’ the document digitally via ‘digital signature.’ *Acrobat Reader* will step you through the process of creating a digital signature. Once completed, save the document.

The image shows the 'ACH Authorization Form' from Verifone. Two sections are circled in red. The first section at the top contains fields for 'Name of Account', 'Name of Financial Institution', 'ABA Routing Number', 'Account Number', and 'Your Bank Name'. The second section below contains fields for 'Authorized Signer', 'Email Address', 'Phone Number', and 'Date'. Below these are checkboxes for 'Debit Card' and 'Credit Card', and a section for 'Signature'.

3. Point Device Configuration Survey

There are three areas of the Point Device Configuration Survey that you need to complete:

1. The “Company Information” section at the top of page 1;
2. In the middle of page 2, in the “Information for Estate Management Customer ID” section, you need to enter your “Login Name.” **NB: “WordStock CCA Help,”** along with our phone number and email address, should already be entered as the “Key Contact” for Point/Verifone/EMV issues. Your “Login Name”, will be your WordStock Customer ID; please contact **John McDowell**, WordStock Support, to get your Customer ID: **800-444-7224, opt 1, or jmcowell@wordstock.com.**
3. On page 4, if you’re going to authorize debit cards, as well as credit cards, you’ll need to enter the ‘debit key’ that should be injected into the terminal. **Email Norm Gosselin at WordStock to get your debit key: njg@wordstock.com.**

When you’ve completed the Point Device Survey, save the file.

When you’ve completed all three documents, please email them as attached files to **Christina Beard**, who manages WordStock accounts for Verifone:
Christina.beard@verifone.com

The image shows three pages of the 'Point Device Configuration Survey'. Page 1 has a 'Company Information' section circled in red. Page 2 has an 'Information for Estate Management Customer ID' section circled in red, which includes fields for 'Login Name', 'Key Contact', 'Phone Number', and 'Email Address'. Page 4 has a section circled in red that says 'If debit is "Y", please indicate the debit key or PIN that should be injected into the terminal.' Below this is a table with columns for 'Debit Key', 'PIN', and 'Debit Key Description'.