



Additional Location Forms

- 1. Complete the top section of the Additional Location form.**
(Attention Multiple Location Clients: you must complete an Additional Location form for “each” location you are adding).
- 2. Complete the Credit Card Processing section.**
- 3. Complete the Merchant Account section.**
- 4. Have the Signor of the original ECHO Application sign and date the Additional Location form.**
- 5. Attach a copy of the new centers’ Business License.**
- 6. Attach a voided check if different from current bank account.** (No Starter Checks will be accepted).
- 7. Fax or Mail the completed Additional Locations form to:**

Tuition Express
3581 Excel Drive
Medford, OR. 97504
Fax # 541-858-7008

For assistance related to the Merchant Services Application please contact:

Tuition Express
800-338-3884
8:00 AM – 4:30 PM Pacific Standard Time

Please allow 3-5 business days for processing. Once approved, you will receive your welcome package outlining your credit card services.

*Thank you for choosing Tuition Express,
your complete payment processing service!*



ADDITIONAL LOCATION

Please institute Credit Card processing services for an additional location of our business as identified below. We acknowledge and agree that the additional location shall be subject to the terms and conditions of the agreements currently in force for our other location(s).

Legal Business or Corporate Name: _____

"Doing Business As" (DBA): _____

Ownership: Sole Proprietorship Partnership Corporation LLC Non-Profit

ADDRESS OF NEW LOCATION:

Street Address: _____

City, State, Zip: _____

Phone: _____ Contact: _____

Billing Address: _____

ESTIMATED PROCESSING ACTIVITY:

CREDIT CARD PROCESSING

Monthly Volume: \$_____ Average Ticket: \$_____ Non-Magnetic: _____%

Discover # _____ American Express # _____

MERCHANT ACCOUNT:

- Open New Merchant DDA
- Voided Check Attached for ACH
- Same DDA as other location(s) Account Number _____

Signature (Owner / Corporate Officer)	Print Name and Title	Date
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Attachment: COPY OF BUSINESS LICENSE FOR ADDITIONAL LOCATION.