



Thank you for your interest in processing your ATM through TellerEXPRESS. TellerEXPRESS is responsible for programming your ATM and creating your account. The account is for processing transactions and is there so that any money withdrawn from the ATM is deposited to your bank account. It also, gives you access to view real-time transactions, as well as historic transactions, on the web. It will notify you via text or email if it is running low or needs service. The paperwork should take 10 minutes or less to complete.

ATMs require the same due-diligence that is required to setup a bank account. When the Merchant owns and operates the ATM, you become part of the financial network and are responsible for the operation and compliance of your ATM. You are responsible for its operation, that includes keeping it filled above \$200 at all times, making sure there is no foreign devices attached to it, and that it complies with all state and federal laws. TellerEXPRESS is here to help you with the operation of the ATM and your legal responsibilities.

The attached forms should be self-explanatory. The term: "ATM Operator" is anyone who will fill the ATM or will be responsible for filling the ATM. Leave anything that you are unsure of blank and call us with questions. For most situations, I would just have 1 person fill it out the form as if they were "the owner of the company", even though realistically you may have more than one person filling the ATM. On Exhibit 2, treat the left hand side as the business where the ATM is located and the right hand side is the person most likely to fill the ATM. All forms need to be completed in order to create your account on the network and program your ATM.

The documents below can be either scanned & emailed or faxed to 831.740.8471 (not the numbers on the documents). We have to verify the information and cosign them before they are sent off to the Processor. We do need the original signed for our records, so please put those in the mail to the address below.

Note: Any files that end in PDF are Adobe Acrobat format can be partially or fully completed on your computer before you print it. It may save you some time and show better than handwritten. You can also download these forms at http://www.TellerEXPRESS.com/pdfs/New_ATM_Setup_packet.pdf

- ☐ W9 - Request for Taxpayer ID
- ☐ Exhibit 2 - ATM Operator Application/Agreement - This form is necessary for all owners of the business who will fill the ATM.
- ☐ Exhibit 3 - ACH Authorization Form – This is so that the Vault Cash (\$20s) goes into your account
- ☐ Copy of your Driver's License (or the person most likely to be responsible for the operation of the ATM)
- ☐ Voided Check containing a bank imprinted name & address (for checking accounts) or Account Verification Letter from the bank for a Savings Account. The Account Verification Letter is a 3 sentence letter from the bank stating that they are the owners of the Saving Account, the Account and Routing numbers, when the account was opened, and that it is in good standing.
- ☐ Pick a Username (6 – 10 Characters) for web access to monitor ATM, generate statements, reports, cash-balancing, etc.
- ☐ Pick a combination for your ATM's vault. For mechanical safe locks, you must pick (3) numbers between 20 and 80, ie. 25-50-25. For Electronic locks, we need 6 numbers, ie – 1-2-3-4-5-6.
- ☐ You can choose up to 3 email addresses to receive ATM status messages*
- ☐ You can provide up to 3 cell phone numbers along to receive text message for ATM Status.* We need to know their cell carriers (Verizon, AT&T, etc.) of each
- ☐ Surcharge amount? (\$1.50, \$2.99, etc.) - That's your call. You will receive this monthly. Vault Cash you receive daily.
- ☐ How will the ATM be communicating with the Processor? Telephone line, Cellular Modem, Internet? It is recommended by all ATM manufacturers that the ATM be on its own dedicated phone line and not shared with a fax or credit card terminal or on digital phone line like Vonage. This will affect the reliability of your ATM and certain transmission problems caused by sharing a phone line will not be covered under warranty. We do offer Cellular Modems as a cheaper alternative to adding a second phone line.

**As part of our service, you have access to PAIRports.com to see the status of your ATMs, generate reports, see history for comparison, see what is deposited into your bank account for reconciliation, and many other custom reports. You and up to 2 others will also be notified by text and email if your ATMs need attention.*

Thank you again for the opportunity. Be sure and send a User Name, cell phone(s) and carrier(s), for text notification. Also, let us know what type of telecommunication service your ATM will be using, either telephone, cellular, or network connection.

Best regards,

John

TellerEXPRESS, LLC
343 Soquel Avenue
Ste. #111
Santa Cruz, CA 95062
831.740.8470 x201

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Exhibit 2

ATM Operator Application/Agreement

(ATM operator: Any entity receiving revenue from ATM fees or stocking ATM cash)

Payment Alliance International ("PAI")

MetaBank ("Bank")

1. Name of Location (Legal Name)		12. ATM Operator Principal First & Last Name	
2. Name of Location DBA (Doing Business As)		13. ATM Operator Principal Home Street Address	
3. Physical Street Address of Location			
4. City, State, Zip		14. ATM Operator Principal City, State, Zip	
5. Location Phone Number	6. Location Fax Number	15. ATM Operator Principal Social Security Number	16. ATM Operator Principal Date of Birth
7. Business Tax ID / F I Number	8. Email Address of Business Principal		17. ATM Operator Principal "FULL" Legal Name (If same as above write same)
9. Type of Business (Sole Proprietor, Partnership, LLC, Corporation)			
10. Merchandise/Services Sold		19. Are you on parole or probation? Yes or No?	20. Have you ever been convicted of a felony? Yes or No?
11. Percentage of Ownership held by above named ATM Operator Principal		21. Are there any other persons/entities that own or control [10%] or more of ATM?	22. If the answer to #21 was yes, such person/entities are deemed Other Principals. Please include above details about all Other Principals on a separate ATM Operator application.
23. In the event this Application is accepted by Bank and/or Payment Alliance International, Inc., the above-named ATM Operator, Payment Alliance International, Inc. and/or the Bank (collectively, the parties) hereby agree as follows: (1) Bank will sponsor the ATM Terminal and financial transactions on the ATM Terminal that ATM Operator financially participates in. Bank will settle funds based on this Agreement, and on the separate agreements Bank has with Payment Alliance International, Inc., the company which processes the transactions in the ATM Terminal. ATM Operator and Payment Alliance International, Inc. acknowledge that they have signed a separate agreement governing the placement and operation of the ATM Terminal(s) and to abide by the terms of such separate agreement; (2) The parties agree at all times to comply with applicable laws and regulations. (3) The Bank and/or Payment Alliance International, Inc. may terminate this Agreement in their sole discretion in the event that either ATM Operator or Payment Alliance International, Inc. fail to comply with this Agreement and/or with all system and Network Bylaws and Operating Regulations which may be amended from time to time. (4) ATM Operator and Payment Alliance International, Inc. will indemnify and hold harmless the Bank, the processor, the Networks you participate in (including but not limited to Plus System, Inc., MasterCard Worldwide, etc. and Network Members, from and against any and all claims, losses or damages arising out of ATM Operator's or Payment Alliance International, Inc.'s failure to comply with this Agreement, with applicable laws and regulations, and with the Bylaws and Operating Regulations. (5) The ATM Terminal surcharge rate will be fair and reasonable.			
24. APPLICATION DECLARATION: The undersigned Applicant represents that all information contained in this Application for Sponsorship, and any other documentation supplied thereto, is true and correct. The Applicant hereby applies for an account relationship with Bank and/or Payment Alliance International, Inc., as an ATM Operator sponsored by Bank and/or Payment Alliance International, Inc. The undersigned acknowledges that in order to fight the funding of terrorism and money laundering activities, Bank and/or International, Inc. is required to verify the identity of each person who opens an account with Bank and/or Payment Alliance International, Inc. Therefore, the undersigned agrees that Bank and/or Payment Alliance International, Inc. is authorized to obtain Consumer and (if applicable) Business Credit Reports and to undertake a Criminal Background Investigation in connection with this Application. Applicant authorizes Bank and/or Payment Alliance International, Inc. or any of its agents to investigate information or data obtained from this Application. If there is more than one Principal indicated above, Applicant hereby provides the signed authorization for such Other Principals as well. Applicant agrees to provide any further information, including financial data, as may be reasonably requested by Bank and/or Payment Alliance International, Inc. Applicant may, upon written request, obtain a complete and accurate disclosure of the nature and scope of the investigation requested hereunder. Applicant acknowledges that Bank and/or Payment Alliance International, Inc. may accept or deny this Application in its reasonable discretion.			
25. SIGNATURE OF ATM OPERATOR / DATE			
26. I.D., Drivers License Number or other identifying document		State Issued	Expiration Date
27. By signing below, I certify that the document used to identify this ATM Operator was provided to me and, to the best of my knowledge, the above identification information is true and accurate and reflects the identity of this ATM Operator.			
28. Signature of Payment Alliance International, Inc. Registered ISR Date		Company Name	Print Name

SIGNATURE OF Payment Alliance International, Inc.:

SIGNATURE OF METABANK d/b/a META PAYMENT SYSTEMS:

NAME:

NAME:

TITLE:

TITLE:

DATE:

DATE:

MetaBank, dba Meta Payment Systems, 5501 S. Broadband Ln., Sioux Falls, SD 57108

Identifier	_____
TID	_____
Processor	_____
(Office Use Only)	

Privacy Policy

By signing this Agreement, ATM Operator hereby gives consent and authorization to Payment Alliance International, Inc. to release any and all Terminal information that is required by any Network. Payment Alliance International, Inc. shall not disclose or use such Customer Information other than to carry out the purposes for which it is intended (Due diligence to comply with Network Regulations). The following outlines Network Regulation and the use of information contained within this application: *ATM Networks mandate that all terminal placements have an Application/ATM Operator Agreement in place from November 1, 2005 forward, along with the due diligence information. Due diligence includes the results of the Credit Bureau, OFAC and criminal background checks of every party involved (i.e. hardware owners, lessors or operators – anyone who administers [does key management or set up] or has physical access [loads cash, changes, paper, etc.] to the terminal). Information contained herewithin is used to complete due diligence, as required by Federal and Network Regulations.*

Meta Payment Systems, a division of MetaBank, ("Bank") sponsors the ATM Terminal and financial transactions on the ATM Terminal that you financially participate in. Bank and/or Payment Alliance International, Inc. settles funds based on agreements we have with you and Payment Alliance International, Inc., the company which processes the transactions in the ATM Terminal.

Confidential

Version 9.15.10

☐ Please Check if PAI should keep this on file ☐ Check here if this is for an existing TID. TID # _____

Exhibit 3

ACH Authorization Form

Version 10.25.07

☐ Vault Cash ☐ Surcharge ☐ Both (Surcharge and Vault) ☐ Wireless

Location Name			Contact	
Address				
City	State	Zip	Phone #	

_____, legal name, (hereinafter referred to as ATM Operator) authorizes PAI ATM Strategies, LLC., or its designated assignee, referred to as PAI, to initiate ACH transfer entries and to debit and/or credit the account identified herein for all Processing Services. This authorization shall remain in effect unless and until PAI has received written notification from ATM Operator that this authorization has been terminated in such time and manner to allow PAI to act. PAI and ATM Operator agree and acknowledge that PAI has the right, title and interest in and to credit and debit Account for the settlement of Terminal transactions and transaction adjustments on behalf of ATM Operator.

All shortages and adjustments must be reported to PAI within 7 days or ATM Operator assumes full liability. ATM Operator further agrees to comply with all electronic-fund-transfer network rules, regulations and requirements. ATM Operator has the authority to authorize PAI to process their ATM transactions and enter into this agreement. ATM Operator shall hold PAI harmless and indemnify, including attorney fees, in the event of a claim.

ATM Operator acknowledges and understands that any relationship established between ATM Operator and PAI is related to that certain Independent Sales Representative Agreement (the "Agreement") between PAI and the independent sales representative with whom you have contracted. Accordingly, ATM Operator agrees that PAI shall have no further obligations to ATM Operator, of whatever sort or nature, if the Agreement terminates for whatever reason.

For Settlement on behalf of ATM Operator's Terminals, and for payment of Expenses due and owing under this Agreement, ATM Operator shall establish and maintain ACH Account. Settlement on non-banking days is held in queue at processor until the bank system opens for business. ATM Operator further agrees to maintain at all times in ATM Operator's ACH Account a balance sufficient to pay all amounts due and owing to PAI under this Agreement.

It is the responsibility of ATM Operator to verify that all information contained in the exhibits and all other forms submitted by ATM Operators to PAI or any modification thereof is correct and complete. PAI has no responsibility to verify any such information and will not be responsible for any Expenses, claims, damages, liability, loss, demands or any causes of action arising out of or related to any incorrect information submitted to PAI or any notice of change related thereto. ATM Operator shall audit and balance the data contained in the periodic statements and summary reports provided by PAI and shall promptly notify PAI of any disputed item or items on such periodic statements and summary reports. If following ATM Operator's timely notice PAI determines that the disputed item was credited or debited in error by PAI, PAI shall correct the error. However, PAI shall not be liable for any recovery of any amounts which were transmitted in error over thirty (30) days prior to the date PAI receives notice from ATM Operator, although PAI will use its best efforts, but shall be under no obligation to incur any Expense, to recover the same on ATM Operator's behalf. PAI shall not be liable for any damages, interest or Expenses associated with any error by PAI which occurred over thirty (30) days prior to the date PAI receives notice from ATM Operator.

***Print Name:** _____ **Signature:** X _____ **Date:** _____

COMPLETE THIS SECTION TO ALLOW MERCHANT LEVEL ACCESS TO ATM REPORTS	
Username:	Email:

Bank Name:			Account Name:		
Phone:			Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Address:			Accum Type: <input type="checkbox"/> Lumped <input type="checkbox"/> Separate		
City	ST	Zip	Account Owner: <input type="checkbox"/> Investor <input type="checkbox"/> Merchant <input type="checkbox"/> ISR		

Please Fill in Routing Number and Account Number Below

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ATTACH A PRE-PRINTED VOIDED CHECK: THIS AUTHORIZATION WILL NOT BE COMPLETED WITHOUT A PRE-PRINTED, VOIDED CHECK, OR A LETTER FROM THE ABOVE FINANCIAL INSTITUTION VERIFYING THE ACCOUNT NAME, NUMBER, AND ROUTING NUMBER.

TellerEXPRESS, LLC

ATM Site Agreement Addendum

Merchant agrees to indemnify and hold TellerEXPRESS, LLC harmless in addition to Payment Alliance Incorporated, Meta Bank, Columbus Data Systems, Worldpay, Metavante Corporation, and any subsidiaries of these companies from any and all liability, loss, costs, damages, attorneys' fees and expenses of any kind or nature, either known or unforeseen, which **TellerEXPRESS, LLC** may sustain by reason of Merchant's failure to comply with any and all laws, rules, regulation or ordinances including but not limited to the Electronic Funds Transfer Act; the Americans With Disabilities Act; or other federal, state or local statute, rule or regulation pertaining to the use and/or operation of an ATM or any harm or injury sustained by or inflicted upon my persons patronizing Merchant's business.

TellerEXPRESS, LLC makes no warranties, whether express, implied or statutory, including the implied warranties of merchantability and fitness for a particular purpose, regarding any ATM equipment, ATM supplies, telecommunication or internet protocol devices for the transmission of data. The Merchant understands and agrees that it is solely responsible for the deployment of the ATM, the cash replenishment of the ATM, and associated ATM equipment and meeting all current network, governmental and regulatory standards to the fullest extent permitted by law. TellerEXPRESS, LLC will not be liable for any business interruption, loss of profit, data or the like (whether direct or indirect in nature) or for any other form of incidental, indirect or consequential damages of any kind, and TellerEXPRESS, LLC's sole liability under this agreement is to remedy any breach of contract claim made in writing by Merchant or in the event TellerEXPRESS, LLC is not able to remedy the breach of contract claim, pay to the merchant maximum monetary damages in the amount of five hundred dollars. Neither party will be liable to the other for any delay or default (other than payment of moneys due) arising out of acts of god, floods, or epidemics. Quarantine restrictions, war, riots or acts of terrorism. Merchant agrees that TellerEXPRESS, LLC is not responsible for any network or processing switch problems or downtime.

If an ATM surcharge fee is permitted by state law as well as the card issuing bank or network and any charge or surcharge is imposed upon the cardholder, notice of the imposition of such charge or surcharge **must be prominently displayed on the ATM** in a manner which makes the customer reasonably aware that such a charge or surcharge exists prior to the completion of a transaction on the ATM.

LOCATION acknowledges that it has read and understands this ATM Site Agreement Addendum

Business Site Name _____

Located at: _____
Address of Business City State Zip

BUSINESS OWNER or (Authorized Signer)

Print Name Title

Authorized Signature Date