

# COURTESY CARD APPLICATION

Please complete the following form and fax to the (830) 265-4119 along with a copy of picture ID and copy of check to be cashed

**Required Information**

**Comments**

**Merchant Name**

name of merchant

**Merchant Phone**

this is the phone number the merchant will be dialing from, MUST be accurate

**Check Cashier Name:**

name of person cashing the check

**Physical Address:**

address of person cashing the check

**Phone 1:**

phone number of person casing the check, 2 phone numbers REQUIRED

**Phone 2:**

phone number of person casing the check, 2 phone numbers REQUIRED

**Employer Name:**

name of employer

**Employer Address:**

address of employer

**Employer Phone:**

phone number of employer

**Name of Manager:**

contact at employer that person cashing check works for

**Bank Routing Number:**

banking information of payroll account

**Bank Account Number:**

banking information of payroll account

For use by processor

For use by processor

Approved Y/N

Date Approved:

confirm copy of picture ID was obtained

Enter Card Number assigned:

Pin:

confirm copy of check being cashed was obtained