



# American Express® Card Acceptance Application

## Congratulations for making a Smart Business Decision!

Giving **your customers the option** of paying with the American Express® Card can help your business grow by attracting customers who spend more money, more frequently.

## Our Commitment

American Express will ensure that the Card Acceptance setup process will be **simple and easy**. Within days of signing up, you will also receive a phone call to **verify your business** information. Following the phone call you will also receive a **Welcome Letter** containing the **Terms and Conditions** for American Express Card Acceptance, your merchant number and pricing information. We also will send you a **Getting Started Kit** containing all the information you will need to know as a Merchant. Read this information carefully! The **Getting Started Kit** also includes **American Express decals** for you to display so that Cardmembers know that you accept the American Express Card.

## Attractive Rates for Small Business Owners

In order to qualify for a Flat Fee Rate of \$5.95 per month you must meet all of the following criteria:

- Single location
- Submit and authorize electronically (EDC) and get paid directly into your bank account via ACH
- Not a franchise or co-owned business
- Annual American Express Charge Volume is anticipated to be less than \$4,999. Flat Fee will remain in effect as long as your American Express Charge Volume is less than \$4,999 over any consecutive 12-month period. If your Charge Volume surpasses this amount, you will automatically be transferred to the appropriate discount rate. Once you choose to go off of Flat Fee or surpass the threshold, you may not return to Flat Fee. There are no additional fees as long as you authorize and submit electronically (EDC), and receive payment directly into your bank account (ACH). If you are Mail Order, Home-based or Internet based you will automatically be placed on the Flat Fee program and you will not have the option of a discount rate.

## A Note from your Terminal Provider

Your **terminal delivery and terminal activation** will vary depending upon your bankcard service provider and your processor. Terminal timeliness typically ranges from one to three weeks. If you already have a terminal, your bankcard service provider will ensure that it's ready to process American Express Card charges. Ask your sales representative for the specific time frame. If you have questions regarding your terminal you should **contact your bankcard service provider**.

**For any question, contact American Express Merchant Services 1-800-528-5200**

**Visit: [www.americanexpress.com/merchantservices](http://www.americanexpress.com/merchantservices)**

