

Clover Addendum Tips

The following are tips to follow to prevent potential delays in processing your new Clover set-up request.

1. Use the most recent version of the Clover Addendum (**OmahaRCloverAdd1704**). You can find the version on the lower left hand side of the Clover Addendum. The most recent version can be found out on the **Merchant Service Center Document Library**.
2. Make sure the Clover addendum is dated.

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<p>This Clover and Data Protection Service Participation Addendum (this "Addendum") executed on <u>July 4</u>, 20<u>14</u>, supplements, and is hereby made a part of, the merchant services agreement (the "Agreement") you have entered into with First Data Merchant Services ("Processor") and Bank or their respective predecessors. This Addendum governs the provision of the Clover Service and Data Protection Service (each as defined below) (collectively, the "Service") to you by Processor. By signing below you are electing to receive the Service and you agree to the terms and conditions set forth in this Addendum. The Service is provided to you by Processor and not Bank. Bank is not a party to this Addendum, and you acknowledge that Bank is not liable to you in any way with respect to the Service. For the purposes of this Addendum, the words "we," "our" and "us" refer only to the Processor and not the Bank.</p> <p>The Service, transactions processed, and other matters contemplated under this Addendum are subject to the terms and conditions of the Agreement, as applicable, except to the extent the terms of this Addendum directly conflict with another provision of the Agreement, in which case the terms of this Addendum will control.</p>	

3. The addendum must have the following fields input:
 - a. **Merchant Address:** It should match the DBA address that is currently on file.
 - b. **Merchant E-Mail:** It is very important to provide the merchant e-mail address. This is where the Clover equipment activation code is sent.
 - c. **Merchant DBA:** It should match the DBA name that is currently on file.
 - d. **Existing MID:** Merchant ID that is assigned to the merchant location.

Merchant Address:	<u>6902 Pine Street, 4th Floor, Omaha NE 68106</u>		
Fax No.:	_____		
Merchant Email (required to receive Clover equipment activation code):	<u>example@firstdata.com</u>		
Merchant DBA:	<u>Example Lamps</u>	Existing MID# (if applicable):	<u>51808999999991</u>
Business URL:	_____	Menu URL (if applicable):	_____

4. **Monthly Clover Service Fees:** The monthly per Clover Station amount must be consistent with the settings found on the MFC grid ID assigned on file.

Monthly Clover Service Fees:
 Clover & TransArmor Services Qty: 1 \$ 49.99 (\$ 49.99 monthly per Clover Station)
Clover Equipment Details: The following is for information purposes only. You are not purchasing equipment from FDMS and you acknowledge and agree that FDMS will have no obligation or liability relating to such purchase or equipment. Your purchase is subject to separate terms and conditions between you and the equipment seller.

5. **Clover Equipment Details:**

- a. **Network:** Please select the front-end network the merchant will be processing on (Omaha or Nashville).
- b. **Purchase/Lease:** Circle One
- c. **Quantity:** Please input the quantity next the equipment type you are interested in.
- d. Select whether the Clover Station should be set-up for Retail, Restaurant, or QSR. Please note that menu uploads are performed for only Restaurant or Quick Service Restaurant set-ups.

Network: <input checked="" type="checkbox"/> Omaha <input type="checkbox"/> Nashville					
Purchased/Lease (circle one)	QTY	Equipment Type	Retail*	Restaurant*	Quick Service Restaurant
<input checked="" type="radio"/> P <input type="radio"/> L	<u>1</u>	Clover Station Bundle (with Cash Drawer)	<input checked="" type="radio"/> R	RE	QSR
<input type="radio"/> P <input type="radio"/> L	___	Clover Station Bundle (w/o Cash Drawer)	<input type="radio"/> R	RE	QSR
<input type="radio"/> P <input type="radio"/> L	___	Kitchen Receipt Printer	<input type="radio"/> R	RE	QSR
<input type="radio"/> P <input type="radio"/> L	___	Kitchen Printer - Asian Chr	<input type="radio"/> R	RE	QSR
<input type="radio"/> P <input type="radio"/> L	___	Clover Scanner 1	<input type="radio"/> R	RE	QSR
<input type="radio"/> P <input type="radio"/> L	___	Clover Weight Scale	<input type="radio"/> R	RE	QSR

6. **Merchant Signature:**

- a. **Client:** Make sure the DBA Name is here.
- b. **By:** Signature provided by the signer of the merchant account. Make sure the name is printed as well.
- c. **Title:** Signer's title

BY SIGNING BELOW, YOU SEPARATELY CONSENT TO THE E-SIGN CONSENT AGREEMENT ABOVE, WHICH YOU ACKNOWLEDGE IS REQUIRED FOR YOUR ACCEPTANCE OF THE CLOVER SERVICE AND PROCESSOR'S ACCEPTANCE OF THIS ADDENDUM.

CLIENT: Example Lamps FIRST DATA MERCHANT SERVICES CORPORATION

By: Bob Example / Bob Example By: _____

Title: owner Title: _____