Raffle Management Account and Setting up Merchant Account with Paysafe:

**Raffle Management Account**

* Email address*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(This will become the username for the account and in some versions of the shopping cart will be visible to the public.)*

* Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(This should be the person who will be managing the Raffle)*

* Organization Name *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Charity or Non-Profit *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Shipping and Billing Addresses*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* Organization Phone Number *- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Payment Processor Approval**

* Tax Number (9-digits)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \*Customer Service Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(\*Appears in shopping cart and on CC statement!!)*

* Customer Service Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* An Organization Identifier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*up to 20 characters that will be the line item on the players CC statement)*

* Director Or Trustee full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Birth of Director / Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Director or Trustee Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Current Residential Address of Director Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* *(If less than 3 years at this address they need a second address)*
* Length of years at address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Question / Answer from the following list:



* Average transaction amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(best guess)*

* Annual processing amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(best guess)*

In addition we will need the following bank account information:

* Organization Banking Name\_\_\_\_\_\_\_\_\_\_\_\_
* Bank Account Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Transit ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Institution ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary**

**This is what will need to happen before we go live:**

1. Raffle Management account setup
2. Payment processing application submitted
3. Payment processing approval received
4. Micropayment deposited in account and confirmed
5. Raffle setup
6. Live test of raffle