



Direct Recovery™ Merchant Checklist

Merchant Name: <i>Your Business Name</i>	Phone #: <i>Your Phone #</i>
SP: 65479	
SP e-mail: SFarmer@e-sfb.com	SP Phone #: 888-440-3372

Complete All Items Below and Return Direct Recovery Application

- ✓ Fill & Complete Direct Recovery Application and Bank Release Forms
- ✓ Fax Original Merchant Application, Copy of Bank Release to
Fax 888-440-6641
- ✓ Mail **Original** Merchant Application and copy of Bank Release to
ACH Direct, Inc.
Attention: Direct Recovery
500 W. Bethany Dr. Suite #200
Allen, TX 75013
- ✓ Take Bank Release Form to your bank and give to your Personal Banker. They do this for other merchants, so this will not be their first request.

Once the Fax has been received, we will send you

- Copy of Merchant Instructions
- Direct Recovery Point of Sale Labels
- An Authorization Endorsement Stamp

Once the Original has been received, under separate mailing, you will receive

- Letter of Introduction
- Your Personal Log on and ID
- Customer Service Toll Free Number

Any Questions, Contact Stan Farmer at
e-mail SFarmer@e-sfb.com
Toll Free 888-440-3372 Fax 888-440-6641