

# WELCOME NEW MERCHANT

## How to Read Your Merchant Statement



**1** Affinipay.com  
6200 Bridgepoint Pkwy  
Building 4, Suite 250  
Austin, Texas 78730  
866.376.0950

**2** Attn: Great Client  
Paid on Time, Inc.  
1234 Main St  
Your Town, USA 07095-2816

**3** Merchant: Great Client  
**4** Processing Month: 09-09 3-899  
**5** Merchant Number: 3-89900000-000001  
**6** Deposit Account Number: xxxxxxxx5116  
**7** Customer Service: 1.800.459.5798

### Credit Card Merchant Statement



### MOTO/Internet

**8** Amount Deducted from Account \$144.50

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Disc P/I	Disc %	Discount Due
VS	5,000	.00	00	.00	.00	.00	.000	2.29	114.50
VD	00	.00	00	.00	.00	.00	.000	2.29	.00
VB	00	.00	00	.00	.00	.00	.000	2.29	.00
V\$	00	.00	00	.00	.00	.00	.000	2.29	.00
VL	00	.00	00	.00	.00	.00	.000	2.29	.00
MC	00	.00	00	.00	.00	.00	.000	2.29	.00
MD	00	.00	00	.00	.00	.00	.000	2.29	.00
MB	00	.00	00	.00	.00	.00	.000	2.29	.00
M\$	00	.00	00	.00	.00	.00	.000	2.29	.00
ML	00	.00	00	.00	.00	.00	.000	2.29	.00
NB	00	.00	00	.00	.00	.00	.000	2.29	.00
DD	00	.00	00	.00	.00	.00	.000	2.29	.00
DZ	00	.00	00	.00	.00	.00	.000	2.29	.00

Day	Reference Number	Tran Code	Plan Code	Number of Sales	Amount of Sales	Amount of Credits	Disc Paid	Settled
20	40354001000	D	T	01	5,000.00	.00	.00	5,000.00

Day	Reference Number	Tran Code	Plan Code	Number of Sales	Amount of Sales	Amount of Credits	Disc Paid	Settled
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LawPay Plus \$30.00

PLAN CODES: V-VISA, P-PRIVATE LABEL, T-ALL PLANS, 2-PLAN TWO, A-CASH ADVANCES, D-DEBIT CARD, M-MASTERCARD, L-LARGE TICKET, 1-PLAN ONE, 3-PLAN THREE, B-BUSINESS CARD  
TRANSACTION CODES: D-DEPOSIT, A-ADJUSTMENT, C-CHARGEBACK, B-CHARGEBACK REVERSAL

## Merchant Statement

- Your Merchant Processor, and address
- Your Statement Mailing Address
- Your Mailing Name
- Processing Month - The date your statement produced (MM-YY), plus an internal tracking code number
- Your Merchant ID number
- Deposit Account Number - Identifies your account at your bank
- Customer Service telephone number
- Amount - Amount due to your processor this month. This amount is deducted from or added to your checking account. It includes the difference between fees owed and fees actually paid.
- Plan Codes - Identifies the types of cards used. V-Visa, M-MasterCard, P-Private Label, L-Large Ticket, T-All Plans, 1-Plan One, 2-Plan Two, 3-Plan Three (identifies the terminal/software network), A-Cash Advances, B-Business Card, D-Debit Card
- # Sales - Total number of sales for this statement period
- \$ Sales - Total dollar amount of sales for this statement period
- # Credits - Total number of credits for this statement period
- \$ Credits - Total dollar amount if credits for this statement period
- Net Sales - Total dollar amount of sales and cash advances less total dollar amount of credits
- Avg Tkt - Total dollar amount of the average sales transaction
- Disc P/I - Discount changes per item for transactions
- Disc % - Discount percentage rate assessed for transactions
- Discount Due - Discount due to processor. Calculated by either your net or gross sales multiplied by the discount rate plus the discount item multiplied by the total number of sales. Broken down into Deposits, Adjustments and Chargebacks.
- Day - Day of month your batch was processed
- Ref Number - Reference number assigned to the batch for tracking purposes



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Technical Support: 1.800.459.5798 | www.Affinipay.com