



Understanding The EMS Statement For New Sales Representatives

Statements are split into four sections:

- (1) Plan Summary
- (2) Deposits, Charge backs, and Adjustments
- (3) Fees
- (4) Breakdown of fees (not titled on merchant's statement)

What types of fees do merchants pay per month?

Discount rate- the percentage charged to the merchant for credit card processing.

Surcharges - additional percentages paid on card types that do not qualify for the base rate.

Fees - include all fees merchants pay on a monthly basis, monthly access, warranty, and transaction fees.

Key:

Green = discount due; discount paid upon settlement/batch

Pink = surcharges; additional discount due above the base rate

Yellow = fees; monthly access, warranty, transaction fees

Red = total of all discount paid; discount plus surcharges

Dark blue = total fees due at end of month; surcharges and fees

Mock EMS Statement

ELECTRONIC MERCHANT SYSTEMS
 5005 ROCKSIDE ROAD PH #100
 INDEPENDENCE, OH 44131
 CUSTOMER SUPPORT: 800-615-1330

Date Bank number
 Office number
 Merchant
 Routing number
 Checking account number

Merchant Name
 Name of contact for account
 Merchant address

AMOUNT DEDUCTED FROM ACCOUNT 44.20

Amount Deducted from Account equals the sum total of monthly fees.

PLAN SUMMARY

The plan summary breaks down the discount rate paid by each type of card type (the PL column) and shows the total of all these charges.

How to get the Discount Due:

Sales x **Base rate (%)** = **Discount due**

Ex: **26.69** x **.03 (3%)** = **.80**

Card type
↓

Base rate
↓

PL #	SALES \$	SALES \$	# CREDITS	\$ CREDITS	NET SALES	AVG TKT	DISC P/I	%	DISCOUNT DUE
V	1	26.69	0	0.00	26.69	26.69	.000	3.000	.80
VD	10	1,117.42	0	0.00	1,117.42	111.74	.000	3.000	33.52
VB	9	2,322.29	0	0.00	2,322.29	258.03	.000	3.000	69.66
M	3	1,477.86	0	0.00	1,477.86	492.62	.000	3.000	44.33
MD	4	188.29	0	0.00	188.29	47.07	.000	3.000	5.64
MB	1	224.25	0	0.00	224.25	224.25	.000	3.000	6.72
DS	1	16.01	0	0.00	16.01	16.01	.000	.000	0.00
DB	0	0.00	0	0.00	0.00	0	.000	.000	0.00
EB	0	0.00	0	0.00	0.00	0	.000	.000	0.00
**	29	5,372.81	0	0.00	5,372.81	185.27			Total 160.67

***** DEPOSITS/CHARGEBACKS/ADJUSTMENTS *****

This section shows the sum of the money deposited to the merchants bank account along with debits from the merchants account. This section includes both the discount due and the surcharges. Also shown are the EMS debits for the discount due, this also includes surcharges.

$$\text{Discount Due} + \text{Surcharges} = \text{Sum of all Discount Paid}$$

$$160.67 + 46.45 + 5.27 + 2.58 = 214.97$$

DAY	REF NUMBER	* PL	# SALES	\$ SALES	\$ CREDITS	DISCOUNT PD	NET DEPOSIT
03	90001820001	D T	4	2,218.04	0.00	60.17	2,218.04
03	90001830001	D T	1	105.00	0.00	4.08	105.00
04	90001840001	D T	1	545.00	0.00	21.20	545.00
06	90001850001	D T	2	222.03	0.00	6.55	222.03
07	90001860001	D T	1	63.00	0.00	2.45	63.00
10	90001870001	D T	1	120.00	0.00	2.27	120.00
11	90001880001	D T	1	120.00	0.00	2.27	120.00
13	90001890001	D T	1	244.50	0.00	6.70	244.50
14	90001900001	D T	2	48.01	0.00	0.60	48.01
17	90001910001	D T	2	259.44	0.00	6.98	259.44
18	90001920001	D T	2	248.19	0.00	4.69	248.19
19	90001930001	D T	1	545.00	0.00	21.20	545.00
21	90001940001	D T	1	224.25	0.00	6.82	224.25
24	90001950001	D T	1	53.37	0.00	2.08	53.37
24	90001960002	D T	2	165.09	0.00	3.12	165.09
25	90001970001	D T	1	26.69	0.00	0.50	26.69
26	90001980003	D T	3	91.54	0.00	2.46	91.54
27	90001990001	D T	1	52.31	0.00	0.99	52.31
28	90001000001	D T	1	21.35	0.00	0.40	21.35
DEPOSIT TOTALS			29	5,372.81	0.00	214.97	5,372.81

FEES

Fees include Monthly Access Fees, Warranty, Per Transaction Fees and Surcharges (percentages)

paid above base discount rate are shown here for totals by card type). You typically see surcharges on EIRF, Merit, and Corporate cards.

Yellow = Monthly Fees

Pink = Surcharges

NUMBER	AMOUNT	DESCRIPTION	TOTAL
0		MONTHLY ACCESS FEE	25.00
9	2322.29	VISA CORPORATE STANDARD NON-T&E	46.45
3	620.08	VISA EIRF DEBIT	5.27
1	224.25	CORP FACE/FACE	2.58
19		BATCH HEADER FEE @ .40 PER DEPOSIT	7.60
20		VISA TERMINAL AUTH FEES @.40	8.00
8		MASTERCARD TERMINAL AUTH FEES @.40	3.20
1		DISCOVER TERMINAL AUTH FEES @.40	0.40
TOTAL FEES DUE			98.50

Breakdown of Fees

DISCOUNT DUE 160.67

DISCOUNT PAID

(Discount Due is paid daily, this total has been paid throughout the month) 160.67

FEES DUE

(Monthly Fees + Surcharges) 98.50

FEES PAID

(the sum of all the surcharges) 54.30

NET FEES DUE

(Sum of Monthly Fees, this amount is also on the top of the statement title "Amount Deducted from Account") 44.20

AMOUNT DEDUCTED

(Amount merchants pays at end of the month for monthly fees) 44.20

What's the total the merchant pays to EMS for this month?

Discount + **Surcharges** + **Fees** = Total Due

160.67 + 54.30 + 44.20 = \$259.17

EMS Statement Glossary

Authorization Fee- fee charged every time terminal dials out to verify funds. This is charged for approvals or declines.

Batch Header Fees- fee assessed for each time a merchant batches out.

Batch Close/Settlement- this procedure closes out all open transactions to the processor and credits the merchant's account.

Discount Rate- the percentage charged to the merchant for credit card processing.

EMSData.net- fee for use of our website where the merchant can view their statements and transactions online. The transactions are posted onto EMSData.net twenty-four hours after they have batched. Their statements are available up to the past 18 months.

Monthly Minimum- monthly minimums are standard in the industry. To reach the monthly minimum merchants need their discount due for all their card types, including any per item fee, and surcharges to total a set dollar amount. If the merchant does not meet the set dollar amount, they will be charged the difference.

Platinum Service Plan- this is the warranty offered by EMS. We will repair or replace the equipment for any reason other than fire and theft when a merchant has our warranty. They are also entitled to 40% off processing supplies through EMS.

Pin Based/On-line Debit- a debit card transaction **with** the pin number verification. The merchant is only charged a small transaction fee. The on-line debit is shown as DB.

Signature/Off-line Debit- a debit card transaction **without** the pin number verification. The merchant is charged a discount rate and a transaction fee. Charge is shown as a credit transaction. Card must have Visa or MasterCard logo. Off-line debit cards types are MD, MasterCard Debit, and VD, Visa Debit.

Semi-annual Tech Update Fee- The technology update fee covers the updates that processors need to have. Unlike your PC that is typically outdated 6 months after purchase, many merchants and processors use the same equipment for 10 years or longer. This equipment must be maintained and updated to handle processing activity year after year.

Statement Fee/ Monthly Access Fee - a standard industry fee that merchants pay every month to receive a detailed statement of all the activity that has transpired over the last month.