



MorphoTrust USA is pleased to offer a flexible process for customers intending to pay for multiple applicants with one credit card. The service is called NCAC Coupon Code and will require a major credit card (VISA, MasterCard, Discover or AMEX) to purchase single use codes for the desired number of background check applicants.

Once a credit card is authorized and on-file with MorphoTrust USA, it will not be charged until a purchased NCAC Coupon Code is redeemed during a fingerprint appointment. **Codes may only be redeemed onsite during the fingerprint service and must be supplied to the applicant by purchaser, prior to their appointment.**

Unless otherwise requested, all coupon codes will expire 6 (six) months from date of issuance or at the credit card expiration date, whichever comes first. Any expired authorization codes will not be charged to your credit card. This feature is designed to assist in distribution control and assist in improving fraud prevention. It will be the assigned point of contact's responsibly to issue and control the NCAC codes provided.

Please review the following guidelines to initiate your new account and issue the requested number of NCAC coupon codes.

- A minimum of 10 (ten) NCAC coupons must be requested at any one time.
- **Complete and return the attached User Agreement, Credit Card Authorization and Customer Account Information forms to our billing department at via fax only at 615-871-0845.**
- On the Customer Account Information form; the assigned primary and secondary contacts will be the ONLY recipients of NCAC coupon codes.
- Upon receipt and execution of the requested documentation, the primary contact will be provided with an Account Name specific to your request. Allow 3 business days for turnaround.
- RETAIN ACCOUNT NAME issued for your records. You must provide this information to order additional coupons.
- Additional NCAC coupons can be requested by the primary or secondary point of contact via Email: [TXUEPAccounts@Morphotrust.com](mailto:TXUEPAccounts@Morphotrust.com)
- A \$1 fee per code will be assessed on all codes purchased or used after 1/1/16



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### *Steps to Redeem an NCAC Coupon Code*

- 1 Pre-enroll and schedule a fingerprint appointment in Texas at [www.identogo.com](http://www.identogo.com)
- 2 During the pre-enrollment, when prompted to choose the form of payment, select any of the onsite options (credit card, business check, money order).
- 3 Supply your applicant with a valid coupon code and ensure that they bring the number with them to their fingerprint appointment.
- 4 Applicant must provide a valid coupon code to the MorphoTrust Enrollment Agent once their fingerprints have been captured. If the applicant does not have the coupon, they will be prompted for another form of payment.
- 5 The MorphoTrust Enrollment Agent will provide your applicant with a thermal receipt indicating confirmation of payment via the coupon code.
- 6 Please have the applicant retain a copy of the thermal receipt for records.



## Authorization Codes for FAST

This agreement ("Agreement") is between MorphoTrust USA, LLC ("MorphoTrust") and the company or organization identified below ("Customer"), and sets forth the terms and conditions under which MorphoTrust will provide authorization codes ("Authorization Code(s)") to Customer for distribution to its employees or other individuals required to submit to a fingerprint-based background check ("Applicant(s)") through the Fingerprint Applicant Services of Texas ("FAST") Program. Applicants will present an Authorization Code to MorphoTrust at the time MorphoTrust collects their fingerprints and verifies their biographic information ("Applicant Information"). Upon MorphoTrust's collection of Applicant Information, MorphoTrust will charge the credit card identified by Customer ("Credit Card") in a Credit Card Authorization Agreement.

MorphoTrust will provide a quantity of \_\_\_\_ (minimum order of 10) Authorization Codes to Customer upon execution of this Agreement. All of the codes will expire within six (6) months of the date of issuance to Customer or at the date of expiration of the Credit Card, whichever occurs first. Customer will not be charged for Authorization Codes that have not been redeemed before expiration. The provision and redemption of any additional Authorization Codes provided to Customer will be governed by the terms of this Agreement.

Additional terms are as follows:

MorphoTrust will provide all Authorization Codes to an email address provided by Customer, in a password-protected file. Customer may distribute the Authorization Codes to Applicants via any method of delivery (e.g., email, US mail). MorphoTrust will debit the Credit Card for the amount corresponding to the FAST service code identified by the Customer at the time Customer requests Authorization Codes, plus a \$1 convenience fee.

If the State of Texas or other relevant government agency authorizes or dictates a fee increase or decrease in FAST fees, MorphoTrust will charge Customer the new fee for any redemption of Authorization Codes on or after the effective date of the fee change.

Customer acknowledges and agrees that Customer will be responsible for all Credit Card charges for Authorization Codes issued to Customer and provided to MorphoTrust by Applicants, regardless of whether the corresponding Authorization Codes are obtained or redeemed by fraud, redeemed by persons to whom Customer did not issue the Authorization Codes or that are transferred in violation of any terms and conditions under which Customer distributes the Authorization Codes.

If a charge to the Credit Card is declined by MorphoTrust's payment processor or by the issuer of the Credit Card, or if MorphoTrust is otherwise unable to obtain payment with the Credit Card, or if any MorphoTrust charges to the Credit Card are refused or disputed, MorphoTrust will require payment in full prior to or at the time of processing any subsequent Applicants, until MorphoTrust notifies Customer that the issue has been resolved.

Please indicate acceptance of these terms by having an authorized representative of Customer sign below, and return a copy to MorphoTrust at [TXUEPAccounts@MorphoTrust.com](mailto:TXUEPAccounts@MorphoTrust.com) or fax to 615-871-0845.

Sincerely,

Lynn Edwards

Manager – Financial Operations

ACCEPTED AND AGREED TO:

Name of Customer: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Service Code/ORI \_\_\_\_\_

Signature of Authorized

Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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### *Customer Account Information*

Legal Company Name: \_\_\_\_\_

Tax ID: \_\_\_\_\_ \*if tax exempt submit exemption certificate

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone : \_\_\_\_\_

Primary Contact Email : \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Phone : \_\_\_\_\_

Secondary Contact Email : \_\_\_\_\_

Please fax this form back with initial NCAC agreement and credit card authorization to **615-871-0845**



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Credit Card Authorization: UEP 'Authorization Code' payments

Current Date:

Tax ID:

***For Internal Use Only***

Received Date:

Account Name:

Account Issue Date:

Email Account Details to Customer: ☐

**CUSTOMER INFORMATION**

Company Name:	Contact Email Address:
Customer Contact:	Contact Phone Number:

**CUSTOMER AUTHORIZATION**

By signing below, I authorize MorphoTrust USA to charge my credit card ending in   
(last four digits of card) for the full transaction value of each unique 'Authorization Code' presented  
for the purpose of completing any UEP transaction performed on my companies behalf.

Signature (must be physical signature):	Current Date:
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Printed name:	Email:
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To Be Retained

To Be Destroyed

**CARD HOLDER INFORMATION**

Full Name on Card:	Card Type:
	<input type="checkbox"/> VISA <input type="checkbox"/> Master Card
	<input type="checkbox"/> Discover <input type="checkbox"/> American Express
Credit Card Number:	Credit Card Expiration Date:
CSV Code:	

MorphoTrust USA - Billing Department - 6840 Carothers Pkwy, Suite 650 – Franklin, TN 37067

**FAX COMPLETED AUTHORIZATION FORM TO: 615- 871- 0845**