



BILLING & PAYMENTS

GETTING STARTED GUIDE

If you use LocalHop paid registration & ticketing or room reservation, you will need to fill out your merchant and payout information to collect and transfer funds collected from your ticket sales and room rentals. Begin by selecting the "Account" tab in the "Billing & Payment" drop down menu in the left side navigation. Select the orange "+Add Information" button.

MERCHANT INFORMATION

ACCOUNT TYPE

Is this an individual or company account that you would like the funds transferred to?

LEGAL BUSINESS NAME

The legal name of a business is the official name of the person or entity that owns a business. If you are the only owner of your business, then its legal name is simply your full name. For limited partnerships, LLCs, and corporations, the legal name of your business is the name registered with the state filing office.

BUSINESS TAX ID

A business tax ID, also referred to as an Employer Identification Number (EIN), is your unique nine-digit number used to identify the tax account of your business entity.

ADDRESS

CITY

STATE

ZIP CODE

ACCOUNT REPRESENTATIVE

Ideally the person who handles financials for your company. This will be the person LocalHop or Stripe will contact for billing and payment questions or concerns. The Account Representative will need to add their personal information including:

First Name

Last Name

Date of Birth

Last 4 Digits of Social Security Number

PAYOUT INFORMATION

Start adding your payout information by selecting the orange "+ Add Bank or Debit Card" button.

IMPORTANT NOTE: We do NOT store sensitive bank account information on our servers.

PAYOUT TYPE

You can choose whether you would like your funds transferred to a bank account or a debit card.

ACCOUNT HOLDER NAME

This is the individual or entity which is authorized to perform transactions on behalf of an account. Authorization is provided through signatures placed on file with the bank or company managing the account.

ROUTING NUMBER

Your bank routing number is a nine-digit code that's based on the U.S. Bank location where your account was opened. It's the first set of numbers printed on the bottom of your checks, on the left side.

ACCOUNT NUMBER

Your account number (usually 10-12 digits) is specific to your personal account. It's the second set of numbers printed on the bottom of your checks, just to the right of the bank routing number. You can also find your account number on your monthly statement.

If you are using a debit card you will need to enter the following information:

Name on Card

Credit Card Number

Security Code

Expiration Date

TRANSACTIONS

This is where you can find a list of all your recent transactions including transfers, payments, refunds, dates, and amounts.



PAYMENTS



REFUNDS



TRANSFERS