

Pre-Underwriting Supporting Documents Checklist

Merchant DBA:

Date:

COMPLETE APPLICATION

- Verify all merchant application information has been entered
- Incomplete applications will not be accepted.

DESCRIPTION OF PRODUCTS/SERVICES

- Make sure you understand what the merchant is selling

VOIDED CHECK/Bank Letter

- Cannot be a starter check
- DBA or Legal Name must be printed on the check
- In lieu of preprinted check Bank Letter is acceptable providing letter is printed on the bank's letterhead and signed by a representative from the bank

BANK STATEMENTS

- 3 most recent business bank statements
- Cannot be a print out of the transaction summary
- 3 months most recent personal bank statements

PROCESSING STATEMENTS

- 3 most recent credit card processing statements if applicable

MARKETING MATERIAL

- Website
- Brochures
- Business Card

DRIVER'S LICENSE/PASSPORT/GOVERNMENT ISSUED I.D.

- Must matches the Principal's name on the application.

ARTICLES OF INCORPORATION / LLC Document / Business License / EIN or SS4

- If merchant is a Corp. or LLC pull the Corp filling from the Secretary of the State from the State website that they are located

WEBSITE REQUIREMENTS-ECOMMERCE ONLY

- Complete description of goods and services
- Customer Service contact information including email address or phone number
- Delivery Policy must be clearly stated
- Country of Origin
- Privacy Policy specifying use of customer data
- Information on when the card is charged
- A statement encouraging merchants to retain a copy of their receipt
- Active Shopping Cart

- Secure method for the transmission of payment data (SSLA Secured 128 bit).
- Your website must communicate its refund policy to the cardholder and require the cardholder to select a "click-to-accept" or other affirmative button to acknowledge the policy. The terms and conditions of the purchase must be displayed on the same screen view as the checkout screen that presents the total purchase amount, or within the sequence of website pages the cardholder accesses during the checkout process.

FULLFILMENT AGREEMENT

- If merchant is using a fulfillment house to ship products the fulfillment contract is required

FIREARMS MOTO & E-COMMERCE

- Online Firearms merchant must send valid Federal Firearm License

NON PROFIT

- 501C Document

PRICING REQUIREMENTS

- Check the notes section to find out the pricing. If no suggested pricing in notes use default pricing.
- \$50,000 or more in volume requires a \$79 monthly access fee
- \$79 monthly account fee required on below merchant types
 - Payday Lenders
 - Collections
 - Debt Repair
 - Nutraceuticals

PROCESSING VOLUME OVER \$50,000 PER MONTH

- 2 years business financials or personal financials if start up business
- 2 years tax returns
- P&L (Profit & Loss) Statement-Should not show a loss
- \$79 Monthly Fee is required for merchant's processing over \$50k per month

NOTES: