



## New Applicant Checklist

To ensure a timely implementation, please be sure to provide all the required documents.

<b>Validation of Bank Routing and Account Information</b> (Only need to provide <u>one</u> of the following items)	
<input type="checkbox"/> Voided Business Check	<input type="checkbox"/> Letter from Bank
<b>Validation of Business Owner or Authorized Signer</b> (Only need to provide <u>one</u> of the following items)	
<input type="checkbox"/> Driver's License	<input type="checkbox"/> State I.D. Card
<input type="checkbox"/> Military I.D.	<input type="checkbox"/> U.S. Alien Registration Card
<input type="checkbox"/> Passport	
<b>Validation of Business Legal Name</b> (Only need to provide <u>one</u> of the following items or a similar document)	
<input type="checkbox"/> 501 (c) that shows exemption or non-profit status	<input type="checkbox"/> Certified copy of Articles of Incorporation
<input type="checkbox"/> Association Resolution	<input type="checkbox"/> Certifeid Copy of Articles of Organization
<input type="checkbox"/> Business License or Permit	<input type="checkbox"/> Corporate Charter or Resolution
<input type="checkbox"/> By-Laws / Charter	<input type="checkbox"/> IRS Verification Letter of EIN/SSN/TIN
<input type="checkbox"/> Certificate of Assumed / Trade / Fictitious / DBA Name	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> Certification of Limited Liability Corporation (LLC)	<input type="checkbox"/> Sales Tax Certificate
<input type="checkbox"/> Certified copy of Articles of Association	<input type="checkbox"/> Meeting Minutes outlining officer and/or authorized signers
<b>Validation of DBA (Doing Business As) Name</b> (Only need to provide <u>one</u> of the following items if DBA is <u>different</u> than the legal name)	
<input type="checkbox"/> 501 (c) that shows exemption or non-profit status	<input type="checkbox"/> Certified copy of Articles of Incorporation
<input type="checkbox"/> Association Resolution	<input type="checkbox"/> Certifeid Copy of Articles of Organization
<input type="checkbox"/> Business License or Permit	<input type="checkbox"/> Corporate Charter or Resolution
<input type="checkbox"/> By-Laws / Charter	<input type="checkbox"/> IRS Verification Letter of EIN/SSN/TIN
<input type="checkbox"/> Certificate of Assumed / Trade / Fictitious / DBA Name	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> Certification of Limited Liability Corporation (LLC)	<input type="checkbox"/> Sales Tax Certificate
<input type="checkbox"/> Certified copy of Articles of Association	<input type="checkbox"/> Meeting Minutes outlining officer and/or authorized signers

### Required Financial Documentation if in Business for Less Than 1 Year

(Provide one of the following)

- Bank Statements (minimum of 2 months)
- Audited Company Financials
- Reference Form Completed by Financial Institution

### Current Processor Statements

(Only need to provide if converting from another ACH Processor)

- Statements from current ACH Processor (minimum of 3 months)

### Sample Authorization

(Provide for each transaction type you are doing)

- ARC, BOC, or RCK transactions:** the notice that is provided to the customer.
- CCD or PPD transactions:** a blank copy of the standard contract that will be used.
- POP transactions:** the notice that is provided to the customer and a copy of the receipt that will be printed and signed by the customer.
- TEL transactions:** you must either: 1) record the telephone conversation; or 2) send a notice that confirms the contents of the conversation. If you will be recording the conversation, provide the TEL Script that you will be using. If you will be sending a notice, provide the notice that will be used.
- WEB transactions:** a screenshot of the webform where the customers will enter their payment information and one of the following: 1) SOC Audit Report; 2) PCI Audit Report; 3) Internal Web Security Audit/Questionnaire