Please ensure that all packages are attached with these docs (properly labeled) per the stage they are submitted. It’s imperative to a fast and smooth approval. Thanks

**Merchant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items needed for Pre-screen: (PRE\_APPLICATION)**

1. \_\_\_\_ Incorporation/Corporate Documents

2. \_\_\_\_ Business License and EIN certificate

3. \_\_\_\_ Credit Card Processing History – 3 months minimum (6 months preferred)

4. \_\_\_\_ Settlement Accounts for Credit Card Processing – (A.K.A.) Bank Statements (6 months preferred)

5. \_\_\_\_ Voided Check or Bank Letter

6. \_\_\_\_ Passport/DL/form of ID

7. \_\_\_\_ Merchant Pre-Application

8. \_\_\_\_ Consulting Agreement (New Requirement)

9. \_\_\_\_ 3rd Party Representation Doc (New Requirement)

ISO Initials signifying completion \_\_\_\_\_\_\_\_\_

**Items to be submitted with a Complete Package (additional to pre-Screen): (Once Approved to move forward) We advise you have these docs ready in the event an account moves forward to prevent delays and having to go back and ask for more docs.**

10. \_\_\_\_ Utility or Telephone Bill for the signer

11. \_\_\_\_ Domain Registration/Proof of Domain Registration (WWW.Address.Com)

12. \_\_\_\_ Website Terms and Conditions

13. \_\_\_\_ Privacy Policy

14. \_\_\_\_ Additional documents – i.e. End User Agreements/Contracts, Fulfillment docs.

15. \_\_\_\_ Merchant Application

ISO Initials signifying completion \_\_\_\_\_\_\_\_\_

**Additional Items that may be requested: (Should be on hand at the ready just in case) Plan for the worst first!**

16. \_\_\_\_ Financial Statements

17. \_\_\_\_ Business tax returns

18. \_\_\_\_ Additional months bank or processing statements, may request up to 1 year

19. \_\_\_\_ Balance Sheets or Profit Loss Statements

20. \_\_\_\_ Business Summary

21. \_\_\_\_ Letter of Good Standing from Bank

22. \_\_\_\_ Personal Bank Statements

ISO Initials signifying completion \_\_\_\_\_\_\_\_\_

**Account Narrative:**

Who have you processed with?

Who have you submitted too?

Who has turned you down?

Who is your CRM?

Who is your gateway?

Description of the merchant, what do they do?

**Account Notes:**