



## **ONLINE MERCHANT CHECKLIST**

### **EVERYTHING YOU MAY NEED TO GET ACCOUNT APPROVAL**

Having your documents ready will speed up your application process. This is a list of the information and documents you need to complete your application. The information requested may vary by applicant and additional information not included in this list may be requested.

#### **A Completed Application Form**

- ☐ Personal Address
- ☐ Business Address
- ☐ Phone Numbers
- ☐ Website URL
- ☐ Email Addresses
- ☐ Tax Identification Number
- ☐ Owner Driver's License or Passport

#### **Business Documents**

- ☐ Copy of Articles of Incorporation
- ☐ Copy of Business License
- ☐ IRS Form SS-4 to verify your Employer Identification Number or EIN

#### **Bank Documents**

- ☐ Voided Check or Bank Letter
  - Including your business name, business address, account number, and routing number
- ☐ A letter from your bank showing that your account is in good standing
- ☐ 3 months of Recent Business Bank Account Statements OR Personal Bank Statement if you are a Startup

#### **Financial Documents**

- ☐ Business Tax Return
- ☐ Complete Financial Statement with balance sheet
- ☐ Profit and Loss Statement
- ☐ 3 to 6 months of Credit Card and ACH processing statements

Having your documents ready will speed up your application process. It is very important to submit accurate information. Information that is incorrect or dishonest could lead to the placement on a Match List or Terminated Merchant File.