



## PRE-APPLICATION INSTRUCTIONS

This form will help us evaluate your business to determine what type of account we can provide you with and the rates that will apply. We normally complete our review within 48-72 hours. Thank you for considering us as your service provider. Please return the following documents:

- COMPLETED PRE-APPLICATION FORM
  
- (3) MOST RECENT BANK STATEMENTS
  - Must include statements for ALL open accounts
  - Must include all pages
  
- (3) MOST RECENT CREDIT CARD / ACH PROCESSING STATEMENTS
  - Must include statements for ALL open accounts
  - Must include all pages
  
- BUSINESS VERIFICATION
  - Articles of Organization; or
  - Article of Incorporation; or
  - Recent business tax return; or
  - State or Gov't issued license or certificate
  - DBA registration (mandatory for sole proprietors)
  
- TAX ID VERIFICATION
  - Form SS-4 is the only acceptable form if applying for ACH processing
  
- PERSONAL VERIFICATION
  - Copy of Gov't issue photo ID or Passport

1. Company Information				
Company Name	DBA	Email Address		
Telephone	Address	City	State	Postcode
Country of Incorporation	Years in Business	Tax ID Number	No. of Principals	
Business Phone Number	Business Fax Number	Solution Requested: CC, ACH or Other		
Business Structure: LLC, Corporation, Sole Proprietorships, Partnership, etc...				

2. Principal/Owner Information				
Name / Title		Email Address		
Address		City	State	Postal
Telephone Office:	Cell:	Country:		
Passport #	Drivers Lic. #	Ownership %:	Owner SSN:	

3. Company Processing History			
Average Monthly Sales Volume	Average No. of Transactions Per Month	Average Sales Ticket	Highest Sales Ticket
Chargeback Ratio by Vol. %	Chargeback Ratio by Count %		

4. Business Profile
Website / URL(s)
Products and/or Services Offered
Billing Model (One-time, Memberships, Trial-Recur etc)
Languages, Currencies Required and Countries merchant does business in (Please be Specific):
Has the Business or any of the principals ever had a merchant account terminated or been a TMF/MATCH, Please explain:
Is US Domestic processing, Offshore Processing or both required

The answers to these questions will help us pre-qualify the business. Please provide at a minimum: the business incorporation documents or country equivalent, EIN letter or country equivalent, statements for the last 3 months the merchant was processing, three months bank statements, Owners Identification and a voided check. Please note more information may be needed for underwriting at a later date.