



UNDERWRITING CHECKLIST

Most recent 2 years financial information. This information must include year-end Income Statements and Balance Sheets for your company. These statements must be either audited, reviewed or full tax returns. If there are no business financials due to length of time in business, please send 2 years personal financial of the owners.

Most recent 2 months statements from the Company's operating account

One of the following documents: Current Business License for Sole Proprietorship, Articles of Incorporation, LLC Agreement, 501(c) 3 Filing for Non-Profit Organization, DBA Certificate for Companies utilizing DBA

Copy of the Authorizations to be obtained from customer for approval to transact business that impacts their bank account. For internet initiated transactions (WEB), a copy of the screen showing customer authentication (enter account number, PIN number, password, etc.) and screen showing customer authorization to affect their account. For Telephone initiated transactions (TEL), for which the authorization is a recorded conversation, a copy of the script used by the person taking the consumer's information and obtaining verbal authorization to affect the account, must be provided. For Telephone initiated transactions, for which a notice prior to the transaction on their account, a copy of the notice must be provided.

Copy of Voided Check or Bank Letter for Account Verification

Brief description of business model and how you are using the debits and/or credits for ACH.

(ADDITIONAL DOCUMENTATION MAY BE REQUIRED)

PLEASE CONTACT YOUR SALES ASSOCIATE IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING YOUR APPLICATION AND/OR THE REQUIRED DOCUMENTATION

