

Application Transmittal and Check List

To: New Accounts Fax to: 1-800-424-3722

From: _____

RE: _____

Check List:

- Completed Page 1 of Merchant Application.** Please note; Page 2 of the application discloses the merchant processing fees. Page 3 instructs the bank how to set up your account and discloses fees for Check Processing & Gift Cards. Most merchants need only complete Page 1.
- Existing American Express merchant number.
- Existing Credit Card Equipment/Software.**
- Signed Merchant Processing Agreement** (Page 4 in the middle)
- Signed Personal Guaranty** (Page 4 at the bottom)
- Without a Personal Guaranty please provide:
 - Business Financial Statements (*tax returns for the last 2 years*)
 - Signed Corporate Resolution if relying on business financials. (Page 5 of Application)
- Articles of Incorporation or Partnership Agreement. (Only if open less than 1 year)
- If sole proprietor, assumed business name filing or business license.
- Copy of a Voided Business Check.**

If you have any questions please call us at (800) 887-6227.

Voided Check

SIGN HERE

SIGN HERE

SIGN HERE

SIGN HERE