



Company DBA (doing business as) / Trading Name

Legal Business Name:	Email Address:		
Tax ID number:	Skype / IM Address:		
Business Telephone Number:	Customer Service Phone Number:		
State of Incorporation or Organization:	Date Business Established (MM/YY):		
Business Street Address:	City:	State:	Postcode:
Business Mailing Address:	City:	State:	Postcode:

List of all URL's	Industry	Description of Product/Services

Website Login Details: Username: \_\_\_\_\_ Password: \_\_\_\_\_

Type of business:  Individual       Partnership       Corporation       Nonprofit

Operating from:  Office suite       Retail storefront       Warehouse       Private Sector

Describe your use of our processing/transaction services:

**OWNERSHIP: Please list the two owners with the largest share of ownership:**

**Owner 1 name:** \_\_\_\_\_ **% ownership:** \_\_\_\_\_ **Owner since:** \_\_\_\_\_ (MM/YY)

Residence Address	City	State	Postcode
Current Address:			
Previous Address:			
Social Security #:	Date of Birth:		
Mobile Phone #:	Personal Email Address:		
Drivers License #:	Passport Number / Country of Issue:		

**Owner 2 name:** \_\_\_\_\_ **% ownership:** \_\_\_\_\_ **Owner since:** \_\_\_\_\_ (MM/YY)

Residence Address	City	Country	Postcode
Current Address:			
Previous Address:			
Social Security #:	Date of Birth:		
Mobile Phone #:	Personal Email Address:		
Drivers License #:	Passport Number / Country of Issue:		

**Bank Reference**

Business Bank Name:	Contact name:	Phone:	
Bank Street Address:	City:	State:	Postcode:
Checking Account # for Merchant Card /Funds Deposits:	SWIFT or Routing Number:		
Name on your Account:	Date Account Established:		

<ul style="list-style-type: none"> <li>• Estimated Monthly Volume: \$ _____</li> <li>• Average Ticket Amount: \$ _____</li> <li>• Highest Ticket Amount: \$ _____</li> </ul> <p>•Have you accepted credit cards/ACH before? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>•If yes, name of current/former processor: _____</p> <p>Account/Merchant ID #: _____</p> <p>Years with this processor: _____ (include last 3 months processing statements)</p> <p>•Monthly chargebacks: # _____ \$ _____</p> <p>•Have you EVER been blacklisted or had an account closed by MasterCard/ Visa or ACH processor? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>•Requested transaction currencies: USD _____</p> <p>_____</p> <p>•Number of Employees: _____</p>	<ol style="list-style-type: none"> <li>1. Has any person on this application ever been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>2. Has any person listed above filed bankruptcy in the last 10 years? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>3. Has any person listed above, served as an Officer, Director, or Manager of a company that was the subject of any regulatory request for investigation, action or lawsuit of any kind? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>4. Has any person listed above ever been refused a bond, or had a bond cancelled or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>5. Has any person listed above ever had any occupational license suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>6. Are your shipping, refund &amp; contact details clearly listed on your website? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>7. Do you use telemarketing to contact potential customers? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>8. Do you use mass emails in any way to market your product/services? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ol> <p><b>FOR PHYSICAL / TANGIBLE GOODS:</b></p> <ol style="list-style-type: none"> <li>9. When are credit card transactions processed? At date of order <input type="checkbox"/> At date of shipment <input type="checkbox"/></li> <li>10. If at date of order, how many days is it between order date and shipment date? _____ days.</li> <li>11. How do you ship the majority of your orders? Overnight <input type="checkbox"/> 2-3 day air <input type="checkbox"/> Ground <input type="checkbox"/></li> <li>12. What shipping service do you typically use? UPS <input type="checkbox"/> FedEx <input type="checkbox"/> Postal Service <input type="checkbox"/> DHL <input type="checkbox"/></li> <li>13. What is the average number of days from shipment to delivery? _____ days.</li> <li>14. Do you require a signature on delivery? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>15. Do you use a fulfillment house to take your orders or ship your products? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>16. Is business 100% over the Internet? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>17. Do you offer recurring billing? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>18. Do you require a virtual terminal? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>19. What type of customer support do you offer? Email <input type="checkbox"/> Phone <input type="checkbox"/> Both <input type="checkbox"/></li> <li>20. What are your customer support hours (check all that apply)? 24/7 <input type="checkbox"/> 9 to 5 <input type="checkbox"/> M-F <input type="checkbox"/> Weekends <input type="checkbox"/></li> <li>21. Do you email a receipt upon order with contact and billing details? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>22. Do you allow PO Boxes in the address field? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ol>
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**Credit References:**

Company Name: _____	Contact Name: _____	Phone: _____
Street Address: _____	City: _____	State: _____ Postcode: _____
Date Account Established: _____	Account #: _____	

  

Company Name: _____	Contact Name: _____	Phone: _____
Street Address: _____	City: _____	State: _____ Postcode: _____
Date Account Established: _____	Account #: _____	

**AUTHORIZATION & ACKNOWLEDGEMENT**

As part of my application, the company may obtain commercial credit bureau reports on applicant companies. In some instances, additional information about principals of the applicant company may be required, and the company will then obtain a consumer credit report on the Principal(s) identified in this application, The Principals' signatures are therefore required below.

*I certify that the above information is true and correct, to the best of my knowledge.*

*I hereby authorize, without reservation, the company or an agent acting on its behalf to procure information from various federal, state and other agencies which maintain public and non-public records concerning my past activities relating to my driving, credit, civil, education, employment and other experiences. This report may be compiled with information from but not limited to credit bureaus, court record repositories, military records, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, any public domain, insurance company, and any other source required to verify information that I have voluntarily supplied for the purpose of verifying my financial standing and credit worthiness. By typing the name of the applicant this constitutes an authorization and signature.*

_____ Print Principal Name	_____ Print Principal Name
Signature _____ Date _____	Signature _____ Date _____

## Document Requirements for New Applications

### **For all Applications:**

1. Completed and signed application.
2. Color copy of current Passport or driver's license of principal(s) – easiest to take a photo and send a color picture of the document.
3. Past 3 months processing statements.
4. Corporate documents: Copy of Articles of Incorporation (or equivalent). If DBA; please furnish DBA filing. If not available, a copy of your business license *may* be considered an acceptable substitute.
5. At least one of the following:
  - a. Past 3 months bank statements
  - b. Most recent utility bill
  - c. Additional government issued photo ID

### **For Websites:**

1. Clear description of goods and services listed on site
2. Clear pricing and currencies of each and every product and service.
3. Terms and conditions clearly stated online.
4. Privacy policy on site.
5. Contact details and location of business easily found on site.
6. Customer service email and phone number listed on website.
7. Times listed that customer service is available.
8. Refund policy clearly stated.
9. Shipping policy clearly stated on order page.
10. Display Visa and MasterCard logo's at checkout
11. SSL on all pages where customer information is collected.