

UNDERWRITING • SUPPORTING DOCUMENTS

Merchant Submission Checklist

These are the supporting documents required to start your application review. Underwriting will not begin until every item that applies to you is supplied. Send documents to your Merchantic representative, email support@merchantic.io, or upload them securely at merchantic.io/upload.

REQUIRED

All merchants

- ☐ **Merchant application, completed in full**
Not required for face-to-face merchants.
- ☐ **Merchant Profile Analysis, completed in full**
- ☐ **Business documents**
Include all that apply: business license, DBA filing, seller's permit, articles of incorporation or LLC, EIN certification document, tax privilege license, or vendor's license.
- ☐ **Voided check or bank letter**
Bank letter on bank letterhead with the business legal name and full address.
- ☐ **Processing statements**
At least 3 months, recent and consecutive.
- ☐ **Business bank statements**
At least 3 months, recent and consecutive.
- ☐ **Marketing material**
- ☐ **Copy of contracts with customers**
- ☐ **Copy of call scripts**
If applicable.

CARD-NOT-PRESENT

Applying for \$100,000+ monthly volume

- ☐ **Most recent year-end business financial statement**
Plus YTD (current) balance sheet and profit & loss statements.
- ☐ **Most recent year-end business tax return**

NEW TO PROCESSING

No previous processing history

- ☐ **Copy of owner / signer's driver's license**

ACH / ECHECK

ACH applicants

- ☐ **Copy of a valid driver's license**
Must match the signer.
- ☐ **Voided check or bank letter**
Bank letter on letterhead with business name, account and routing number, and the bank representative's contact information.
- ☐ **Sample authorization form**
The form or script used to obtain customer authorization before debits are initiated.
- ☐ **Most recent bank statement**
If requesting more than \$25,000 in monthly ACH volume.

INDUSTRY-SPECIFIC REQUIREMENTS

Additional documents required for the industries below, in addition to the items that apply to all merchants. Website requirements are detailed in the Merchantic **Website Guidelines**.

INDUSTRY

Financial services

- ☐ **State licensing where collections / lending can be conducted**
- ☐ **Internal policies and/or employee training showing UDAAP compliance**
- ☐ **Visa limited acceptance application**
- ☐ **Applicable website requirements**
See Website Guidelines.

INDUSTRY

Nutraaceuticals / supplements

- ☐ **Applicable website requirements**
See Website Guidelines, including the supplement-specific requirements.

INDUSTRY

Charity

- ☐ **Proof of IRS 501(c)(3) nonprofit status**
- ☐ **Proof of state registration**
If applicable.

INDUSTRY

Travel (including timeshare-related)

- ☐ **Real estate license**
If applicable.
- ☐ **Travel license**
Multiple licenses may be required depending on individual state requirements.
- ☐ **Signed outbound telemarketing agreement form**
If taking payment over the phone.
- ☐ **Applicable website requirements**
See Website Guidelines.

INDUSTRY

Seminar, training & education

- ☐ **Copies of marketing materials, seminar materials, and course curriculum**
- ☐ **Copy of disclosure document and earnings claim statement**
- ☐ **Applicable website requirements**
See Website Guidelines.

INDUSTRY

MLM

- ☐ **Copy of distributor agreement**
- ☐ **Copy of commission structure**
- ☐ **Copy of income disclosure**
- ☐ **MLM questionnaire**