

**To ensure a timely implementation,
please be sure to provide all the required documents as described below**

1. Validation of Bank Routing and Account Information <i>(Only need to provide <u>one</u> of the following items)</i>	
<input type="checkbox"/> Voided Business Check	
<input type="checkbox"/> Letter from Bank	
2. Validation of Business Owner or Authorized Signer <i>(Only need to provide <u>one</u> of the following items)</i>	
<input type="checkbox"/> Driver's License	<input type="checkbox"/> State I.D. Card
<input type="checkbox"/> Military I.D.	<input type="checkbox"/> U.S. Alien Registration Card
<input type="checkbox"/> Passport	
3. Validation of Business Legal Name <i>(Only need to provide <u>one</u> of the following items or a similar document)</i>	
<input type="checkbox"/> 501(c) that shows exemption or non-profit status	<input type="checkbox"/> Certified copy of Articles of Incorporation
<input type="checkbox"/> Association Resolution	<input type="checkbox"/> Certified Copy of Articles of Organization
<input type="checkbox"/> Business License or Permit	<input type="checkbox"/> Corporate Charter or Resolution
<input type="checkbox"/> By-Laws / Charter	<input type="checkbox"/> IRS Verification Letter of EIN/SSN/TIN
<input type="checkbox"/> Certificate of Assumed / Trade / Fictitious / DBA Name	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> Certificate of Limited Liability Corporation (LLC)	<input type="checkbox"/> Sales Tax Certificate
<input type="checkbox"/> Certified copy of Articles of Association	<input type="checkbox"/> Meeting Minutes outlining officers and/or authorized signers
4. Validation of DBA (Doing Business As) Name <i>(Only need to provide <u>one</u> of the following items if DBA is <u>different</u> than the legal name)</i>	
<input type="checkbox"/> 501(c) that shows exemption or non-profit status	<input type="checkbox"/> Certified copy of Articles of Incorporation
<input type="checkbox"/> Association Resolution	<input type="checkbox"/> Certified Copy of Articles of Organization
<input type="checkbox"/> Business License or Permit	<input type="checkbox"/> Corporate Charter or Resolution
<input type="checkbox"/> By-Laws / Charter	<input type="checkbox"/> IRS Verification Letter of EIN/SSN/TIN
<input type="checkbox"/> Certificate of Assumed / Trade / Fictitious / DBA Name	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> Certificate of Limited Liability Corporation (LLC)	<input type="checkbox"/> Sales Tax Certificate
<input type="checkbox"/> Certified copy of Articles of Association	<input type="checkbox"/> Meeting Minutes outlining officers and/or authorized signers
5. Required Financial Documentation if in Business for Less Than 1 Year <i>(Provide <u>one</u> of the following)</i>	
<input type="checkbox"/> Bank Statements <i>(minimum of 2 months)</i>	
<input type="checkbox"/> Audited Company Financials	
<input type="checkbox"/> Reference Form Completed by Financial Institution	
6. Recent Statements from Current Payment Processor <i>(Minimum of 3 months)</i>	
<input type="checkbox"/> ACH Processor – <i>only required if converting from another ACH processor</i>	
7. Sample of Form Signed by Customers Authorizing ACH Processing <i>(Provide all that applies)</i>	
<input type="checkbox"/> CCD or PPD transactions: <i>a blank copy of the standard contract currently used</i>	
<input type="checkbox"/> TEL transactions: <i>a copy of the phone script, a sample recording, and/or the written notice that is sent as a follow-up</i>	
<input type="checkbox"/> WEB transactions: <i>screen shots of signup process – only required if customers digitally sign online contract authorizing ACH payments</i>	