

MERCHANT APPLICATION CHECKLIST

! When applying for a credit card processing account, we kindly request that you use this checklist to ensure that your application package is complete. Incomplete applications will not be accepted. Please click on the + button for further information on each requirement.

WARNING: Your PDF-reader or settings are incompatible. Please complete this form using a desktop-version of Adobe Reader with JavaScript enabled.

1 REQUIRED DOCUMENTS	
<input type="checkbox"/>	Merchant Application Form
<input type="checkbox"/>	Incorporation documents*
<input type="checkbox"/>	Bank account statements
<input type="checkbox"/>	Passport copy of Ultimate Beneficial Owner(s) and authorized signer
<input type="checkbox"/>	Credit card processing statements of last 6 months

* Important: If Applying Company is owned by a Parent Company, please provide the incorporation documents of all Parent Companies until all UBOs (Ultimate Beneficial Owners) are identified.

2 WEBSITE REQUIREMENTS	
<input type="checkbox"/>	Contact information
<input type="checkbox"/>	Terms and Conditions
<input type="checkbox"/>	Policies
<input type="checkbox"/>	Credit card logos
<input type="checkbox"/>	Domain ownership
<input type="checkbox"/>	"Billed as" descriptor

3 CONDITIONALLY REQUIRED DOCUMENTS	
<input type="checkbox"/>	Supplier agreement
<input type="checkbox"/>	Copy of business license if regulated business type
<input type="checkbox"/>	Financial statements

Additional requirements may apply for certain applications, regions, acquirers, business types, and so on. Please make sure that all the above requested documentation is complete, before submitting an application.

Completed applications can be submitted to: support@merchantscout.com