



Documentation Requirements

Merchant / DBA Name: _____

Documentation Requirements: CP

- Signed and completed Merchant Application/Processing Agreement
 - Signed Bank Disclosure form
 - Completed Fee Schedule
 - Personal Guarantee *not required for non-profit organizations
 - Corporate Resolution or evidence of appropriate approval authority
 - Voided check or Bank Verification
 - Business License
 - Copy of principals Driver's License, or other Gov't issued ID
 - Applicable Merchant Statement(s)
 - Site survey, photos or other reasonable business verification
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Additional Documentation Requirements: CNP

- Copies of brochures/catalogs/ads, as applicable, used by the merchant, along with a description of the merchant's business model
- Internet CISP /SDP Security Questionnaire *Where applicable
- A completed MO/TO Questionnaire

High volume and high risk merchant applications may need other documentation. Please refer to the BCC underwriting matrix.