



### PRE-SUBMISSION DOCUMENTS LIST FOR DOMESTIC ACCOUNTS

The following is a complete list of the required documents each Merchant Applicant must provide prior to submission to underwriting. Remember the more complete the file is initially the faster we can underwrite and approve the application.

#### **Documents List**

- Completed Merchant Application
- Voided Check or Bank Letter
- Business Overview
- Passport Copy for all Principals/Owners – DL OK if US Resident
- Articles of Incorporation
- Current P&L Statements YTD If Requested.
- 3 Months Company Bank Statements
- 3 Months Processing Statements all accounts
- Promotional Collateral or Advertising Materials or list of websites
- (If Business is new 3 months personal Bank statements).
- If website processing, proof of Domain/URL ownership
- EIN Verification, SS4 Letter from IRS
- Most recent utility bill for office, or home if virtual office.