



# MERCHANT CHECKLIST

Check or put an "X" next the answers that apply to your set-up. Any time you need help call us toll free (888)246-0972 or email [support@ubcnorth.com](mailto:support@ubcnorth.com). Fax all documents including application to (888)407-4318 or email to [app@ubcnorth.com](mailto:app@ubcnorth.com).

## NECESSARY PAPER WORK

- \_\_\_\_\_ Application Completed (4 page application)
- \_\_\_\_\_ Copy Of Voided Check or Bank Letter (with routing and account numbers)
- \_\_\_\_\_ Copy Of Business License or Resale Certificate (legal docs are acceptable as well)
- \_\_\_\_\_ Copy of Drivers License or State ID of Principle
- \_\_\_\_\_ Copy of your most recent merchant statements if you currently accept cards

## SUPERMARKETS / GROCERY / CONVENIENT STORES ONLY

- \_\_\_\_\_ Copy of FCS or FNS number and certificate to accept EBT cards

## MOTO / ECOMMERCE BUSINESSES ONLY

- \_\_\_\_\_ Copy of marketing material (business card, flyer, yellow page ad, or website)

## HIGH TICKET BUSINESSES ONLY (sales exceeding \$1,000 per transaction on average)

- \_\_\_\_\_ Copy of your most recent bank statements 2 or 3 (balance pages are fine)

## HOMEBASED BUSINESSES ONLY (business address being the same as residence)

- \_\_\_\_\_ Copy of an insurance bill or utility bill in your company's name

**Additional Comments:**