## **Front Cover Sheet**



		FINANCIAL SERVICES, INC.
Business (DBA):		
Contact First Name:		
Contact Last Name:		
Business Address:		
	State:	Zip:
Durainana Dhana #		
Rep Number:		
CHECKI IST (All listed documents must be	a analogad in application package	unless otherwise indicated)
CHECKLIST (All listed documents must be	enciosea in application package,	uniess otnerwise indicated)
Retail Face-to Face Company		
Complete Company Application – Si	gned application reflecting the c	current ownership.
PG (Personal Guarantee) or Busines		
<ul> <li>If a PG is not obtained – Most control</li> </ul>	urrent year 3 <sup>rd</sup> Party (reviewed c	or audited) Financial Statements**. If
		must be accompanied with the same
years Federal Income Tax Retu		
<ul> <li>Exception – Furniture co</li> </ul>	ompanies must provide 2 years	3rd Party prepared Financial Statements
☐ Complete Company Application Sale	es Worksheet (1 page)	
		of the following is required. The DBA
and/or Corporation name must match the do		
Commonly Used Documents		cceptable Documents
"Certified" Articles of Incorporation;     Signal Operation Agreement:		of the public listing or annual report of the
<ul><li>Signed Operating Agreement;</li><li>Government Issued Business License;</li></ul>	company	a publicly traded
Signed Partnership Agreement;		ust Instrument;
<ul> <li>Signed Limited Partnership Agreement;</li> </ul>		tter of Testamentary;
<ul> <li>Signed Limited Liability Company Agreeme</li> </ul>		tter of Executorship;
<ul> <li>Signed Articles of Organization;</li> </ul>		ticles of Association; or
	• Other Corp	porate AML Approved Documents.
Additional Requirements for Card Not		
<ul> <li>3 months of CURRENT process</li> </ul>	ing statements if currently proce	essing
Additional Requirements for Internet		
<ul> <li>Same Additional Requirements</li> </ul>	as Card Not Present company	
<ul> <li>Internet Requirements</li> </ul>		
<ul> <li>Company's name must</li> </ul>	be displayed on the website	

## <u>A</u>

- o Clear posting of the company's Customer Service Telephone Number / email address
- o Refund/Return policy
- Delivery methods and timing
- Privacy policy
- o Products/Service prices listed
- Secure Checkout page
- Domain registered to company (in US/Canada only)

## Additional Requirements for a Non-Profit Company

Proof of tax exempt status (501-C3)

\*\* Business Financial Require - Balance Sheet, Income Statement, Statement of Cash Flow & Financial Notes.

Initials USA-MSPTS-ELV-1017 1

# NEW COMPANY APPLICATION

1	COMPANY INFORMATION										
1	♦ DBA NAME:										
CONTACT NAME:											
◆ DBA ADDRESS TYPE:  ◆ DBA ADDRESS1 (NO PO BOX):											
DBA A	ADDRESS 2:										
♦ CITY	r.				♦ STATE		♦ZIP CODE	:			
♦ Cou	INTRY OF PRIMARY BUSINESS OPERAT	ONS:									
♦Bus	◆BUSINESS COUNTRY OF FORMATION:  ◆ DBA PHONE #:										
(REQUI	DOES COMPANY HAVE THE ABILITY TO ISSUE BEARER SHARES AS OWNERSHIP STAKE IN THE COMPANY?  (REQUIRED IF COUNTRY OF FORMATION IS OUTSIDE OF THE U.S. AND BUSINESS STRUCTURE EQUALS C CORPORATION – CLOSELY HELD, PRIVATE COMPANY, PROF CORP, PUBLIC COMPANY, SUB S CORP, LIMITED LIABILITY COMPANY)  DBA FAX #:										
YEAR	YEAR ESTABLISHED: MOBILE PHONE #:										
<b>♦</b> LEN	GTH OF CURRENT OWNERSHIP:	YEARS,	MONTHS				♦ EMAIL ADI	DRESS:			
CIPE	XEMPTION:										
BENEF	CICIAL OWNER EXEMPTION:										
	OTHER ADDRESS (IF DIFFERENT	THAN ABOVE )					_				
2	☐ MAILING ☐ SHIPPING	SEE ALSO S	PECIAL INSTR	RUCTIONS (M	ORE THAN ONE OP	TION MAY	Y BE SELECTED)				
LOCAT	ION NAME:					Pi	HONE #:				
CONT	ACT:					FA	AX#:				
Addri	ESS:			CITY:				STAT	Œ:	ZIP CODE:	
STAT	EMENTS/ RETRIEVALS / CHARG	EBACKS									
STATE	MENTS: DBA OR MAILING	OR □ W-9			AUTO SEN	D: Y	ES 🗌 No (CHAI	IN COMF	ANIES ONLY – MU	ST INCLUDE CHAIN SET UP FORM)	
RETRI	EVALS: MAIL TO: DBA DMAIL	ING <u>OR</u> <b>FAX T</b> O	o: □ DBA [	☐ MAILING OR	EMAIL TO:				OR 🗆	ONLINE CASE MANAGEMENT (OCM)	
CHAR	GEBACKS: MAIL TO: DBA DAIL								<u>or</u>	ONLINE CASE MANAGEMENT (OCM)	
	PRINCIPAL 1 INFORMATION (I	ICLUDE ALL ADDIT	IONAL OWNER	RS WITH <b>25</b> % OR (	GREATER OWNER	SHIP (IN	IDIVIDUAL OR <b>İ</b> N	TERMEL	NARY BUSINESS)	ON THE ADDL OWNERSHIP FORM)	
3	♦ ☐ BENEFICIAL OWNER: PERCENT	GE OF OWNERSHI	P%	Author	IZED SIGNER	So	LE PROPRIETOR	۲			
♦ Add	ITIONAL BENEFICIAL OWNERS?	RESPON	ISIBLE PARTY	TITLE:			IF OTHER:				
♦ Firs	ST NAME:		►MIDDLE N	NAME:		♦ Las	т <b>N</b> аме:				
♦ Add	RESS TYPE: ♦ADDRESS (N	O PO BOX):									
♦ CITY	<b>′</b> :		♦STATE/F	PROVINCE:	♦ZIP/POSTAL	CODE:			♦ Country:		
♦ DOI	3:		♦US PER	SON:			▶PHONE#:				
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	E ADDRESS:			►CITY:				▶STA		▶ZIP CODE:	
	/PE: <b>SSN</b>		▶ID#:				▶IF OTHER				
		OTHER ID - Cour	1			▶IF O1	THER GOVERNM		UED - ID NAME:		
♦ IDEN	ITIFICATION DOCUMENT:		▶ Issuing	COUNTRY (IF APPL	LICABLE):			▶ Issu	SSUING STATE (IF APPLICABLE):		
	CUMENT #:		▶ Issue D						IRY DATE:		
_	IPAL ADDRESS MATCHES THE ADDRESS ER COMPANY INFORMATION	ON THE PRIMARY I	DENTIFICATIO	N DOCUMENT ABO	OVE UNLESS OTH	ERWISE	NOTED.	∐ ALT	ERNATE DOCUME	NT INCLUDED IF NO ADDRESS MATCH	
	RAGE SALE AMOUNT: \$					T.	CARD PRESENT		%		
	H SALE AMOUNT: \$						CARD NOT PRE				
	BER OF HIGH SALES (ABOVE) ANNUAL	V·					INTERNET*	SENI			
	. ,		·· ¢			┥╹		TOTAL			
	◆ TOTAL MONTHLY VISA/MC/AMEX/DISC/UNIONPAY SALES: \$  (MUST TOTAL 100%)  ◆ ANNUAL REVENUE: \$    INTERNET: PRODUCT WEBSITE:										
	CRIPTION OF PRODUCT/SERVICES OFFE	RED.				_	NTERNET: PROD				
		NLD.									
-	SPECIAL PROGRAM MCC ONLY:  *CUSTOMER SERVICE PHONE # REQUIRED BELOW  *CUSTOMER SERVICE PHONE # REQUIRED BELOW  *CUSTOMER SERVICE PHONE #:										
	K ACCOUNT (CHECKING ACCOUNTS			, <u> </u>							
	OSIT BANK NAME:			♦ ABA/Rou	JTING#:			T.	DDA Account	#:	
BILLING/CHARGEBACK BANK NAME (IF DIFFERENT):  ABA/ROUTING#:  DDA ACCOUNT#:											
	D (OPT): TAPE ID 3 IF CHECKED - (	-	G)		☐ Fast	Track	Funding				

\_\_\_\_Initials

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Usa Credit □ Visa Debit □ MasterCard Credit □ MasterCard Debit □ Discover* □ UnionPay □ Amex □ Lodging □ Restaurant																	
PRICING INFORMATION FEES																	
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MID QUALIFIED	%+\$											(	CHARGEBACK (P	ER OCCUR)	\$		
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OTHER TIER																	
l un											MONTHLY MINIM	UM	\$				
Pass Thru:										EXPRESS							
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COMMERCIAL	<u> </u>								-	EQUIPMENT: 59999							
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V/MC/UNIONPAY/E	OISC (CHARGE ALL)	)	\$	WEX		\$	_		E AUTH		9			☐ ASSOC COMPLIANCE			
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								Voice	AUTH-	BANK REFER	RRAL \$	<u> </u>		SAFE T GOL		\$	
							r	Per month, taxes as may apply, see con	npany								
PIN DEBIT														representation and	certifications)		
MONETARY:   F	Pass Through	(ICDIF)	☐ Pass Thre	ридн (ICPL	S) Surchard	GE (FLAT RA	ATE)	AUTH:	☐ Pass	Through (I	NTERCHAN	GE PLUS MA	ARKUI	P) 🛘 FIXED (FL	AT RATE)		
APPLY RATE TO A	ALL NETWORKS	: RATE (%	) + PER ITEM (\$	%+	\$ AUTH \$	;				PIN DEBIT	MONTHLY	EE \$					
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SATURDAY DE			DAY AIR	to Company i		v hardware o				IME FEES	eives under a	direct agreem	ent (in	cluding anv sale. w	varranty or end-	user license	
agreement) between 0				lded Servicer,					pany with r		ardware, soft		es.	MONTHLY FEE	_	AUTH FEE	
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(CUSTOM PROMPTS COULD DEPLOYMENT TIMEFRAMES					T (REST) CLERK		) 🗖 Removi				D) 🗖 TIP FUN	CTION WAITER			SHIER (RTL)		
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Initials

SUBSTITUTE FORM W-9											
Sole Proprietor C Corporation S Corporation DARTHERSHIP UNINCORPORATED ASSOCIATION											
☐ TAX EXEMPT ORGANIZATION (INCLUDE DOCUMENTS THAT SUPPORT EXEMPT STATUS) ☐ GOVERNMENT ☐ TRUST ☐ ESTATE											
LIMITED LIABILITY COMPANY – TAX CLASSIFICATION (D=DISREGARDED ENTITY, C=C CORPORATION, S=S CORPORATION P=PARTNERSHIP): (IF LLC, PLEASE INDICATE D, C, S or P)  LEGAL BUSINESS NAME*:											
	(OF BUSINESS) AS SHOWN ON YOUR BUSINESS INCO	ME TAX RETURNS. FOR	Sole Pro	OPRIETORS, THIS SHOULD A	LWAYS E	BE THE OWNER'S NAME.					
LEGAL	LEGAL BUSINESS ADDRESS (NO PO BOX):  OR  TIN (EMPLOYER ID #):										
CITY:	STATE	:	ZIP:		OR	TIN (Social Securi	ΓY #):				
	COMPANY REPRESENTATIONS AND CE	RTIFICATIONS									
4	Company Representations and Certifications. By sig			Company understands that	at an auth	norization code is not a guara	entee of acc	entance or payment of a			
	company ("Company") and its representative(s) repre ("Elavon" or "Member" as applicable), with offices at 7	sent and warrant to Elav	on, Inc.								
i de la compania	Knoxville, TN 37920 (collectively, "we" or "us") that (i)	all information provided		All companies must comply with the requirements of the Payment Card Industry Data Security Sta							
the busi	ompany application ("Company Application") is true and ness, financial condition, and principal partners, owners	, or officers of Company	; and (ii)	PCI DSS compliance on a	ın annual	l basis, with initial validation t	o occur no l	ater than ninety (90) days after			
provisio	ons signing this Company Application are duly authorizens of this Company Application and the Agreement. Fu	ther, by signing below, C	Company	account approval, or in sul	bsequen		versary date	e of account approval, will be			
the Terr	representative(s) agree that Company is subject to the rns of Service ("TOS"), including when leasing equipment	it, and has had an oppor	tunity to	compliance. Company ma	ay be elig		al Assistano	ce Coverage following account			
	such terms. <u>The TOS contains a mandatory and bind</u> Company's legal rights and should be reviewed pri			approval and PCI DSS condetails and conditions.	mpliance	validation. See the PCI Cor	npliance Pro	ogram Overview for assistance			
	nature by an authorized representative of Company on ssion of a Transaction Receipt or other evidence of a Ti			Under penalties of perjui			correct tays	payer identification number			
Compar	ny's acceptance of and agreement to the terms and cor	ditions contained in the		(or I am waiting for a nur	nber to l	be issued to me), and	•	om backup withholding, or (b)			
Guide i	ent including, without limitation, this Company Applicati ncorporated herein by this reference and located at our	website at	eraung	I have not been notified I	by the In	nternal Revenue Serviće (IR	(S) that I an	n subject to backup			
and http	www.merchantconnect.com/CWRWeb/pdf/TOS_ENG.pd s://www.merchantconnect.com/CWRWeb/pdf/MOG_Er	g.pdf, respectively. If Co		that I am no longer subje	ect to ba	ckup withholding, and	ividends, o	r (c) the IRS has notified me			
custome	t have access to view the TOS or Operating Guide at or er service center to obtain a copy and review prior to sig	ning this document.					ng I am exe	mpt from FATCA reporting is			
with the	standing any non-receipt of the TOS or Operating Guide Agreement, and all applicable laws, rules, and regulati	ons including the rules ar	nd	correct.	_	<i>(</i> 4	<b></b>				
	ons of the Payment Networks, and understands that fail tion of processing services. Capitalized terms shall, unle			American Express® Trans	actions (	ogram (Acceptance Program) (as indicated in the Card Acc	eptance sec	ction of this Company			
Compar Guide.	ny Application, have the same meaning ascribed to ther	n in the TOS and Operat	ing	terms of the TOS. By sign	ning belo	w or by accepting a Transact	ion initiated	ees to the Acceptance Program with an American Express®			
	TANT INFORMATION ABOUT PROCEDURES FOR O			and to receive settlement	funds fro		mpany's bel	nalf. Company further authorizes			
requires	government fight the funding of terrorism and money la all financial institutions to obtain, verify, and record info	rmation that identifies ea	ach			act information to American E nare such contact information		d Company agrees that ness purposes and as permitted			
docume	who opens an account. This means we will ask for certaints to allow us to identify you. Company and its repres	entative(s) authorize us p	formation and identifying by applicable Laws, including to communicate with Company regarding prod available to Company's business. American Express's use of the email addr.								
individu	eptance of this Company Application and from time to ti al and business history and background of Company, e	ach such representative	thereafter, to investigate the such representative and any provided above is subject to the consent to such use as indicated in Section Consent to American Express's use of contact information for such communications.								
other ba	ficers, partners, proprietors, and/or owners of Company ckground investigation reports on each of them that we	consider necessary to re	eview	sent is with	hdrawn, Company may still bunt from American Express.						
	eptance and continuation of this Company Application. or credit reporting agency to compile information to ans			Company or Elavon may t	erminate	Company's acceptance of A	mérican Ex	press® Payment Devices at any ons pursuant to the remainder of			
	hat information to us. mpany Application may be signed in one or more count	ernarts each of which sh	nall		ompany is n	o longer qualified to participate					
constitu	te an original and all of which, taken together, shall con ny Application. Delivery of executed counterparts of this	stitute one and the same		he Acceptance Program, and							
accomp	ished by a facsimile transmission, and a signed facsimile shall constitute a signed original.			terminated. Company ack	nowledg	an Express® Payment Device les that American Express is	an intended	third-party beneficiary of this			
Notwith	standing the language to the contrary in Section 9.2(e)(			American Express® Paym	nent Devi			right to enforce such terms and			
Reimbu	ny is eligible for Data Breach Reimbursement, the maxing rement available to Company is \$50,000. Section 3 or	Schedule E to the Term	s of	conditions directly against	Compar	ny.					
	will not apply with respect to Company regardless of w vel of Safe-T for SMB Services.	nether Company has sele	ected the								
* By sig	ning this document below you are agreeing on beh										
Compa	ny Application, you hereby certify that to the best o tion provided about the beneficial owner(s) and/or	your knowledge, the in	nformation	n provided about you, the n	name and	d address provided for the					
	ure: X	PRINTED NAME:		no logal orially outleand to		TITLE:		DATE:			
SIGNAT		PRINTED NAME:				TITLE:		DATE:			
	PERSONAL GUARANTY										
5	As a primary inducement to us to accept this Compar	v Application, the under	signed Gua	arantor(s) by signing the Con	nnany A	onlication jointly and souccell	v unconditi	onally and irrevocably			
	guarantee the continuing full and faithful performance with Leased Equipment, if applicable) pursuant to the	and payment by Compa	iny of each	n of its duties and obligations	to us (ind	cluding, without limitation, Ch	argebacks a	and obligations in connection			
	ceed directly against Guarantor(s) without first exhaust parged or affected by the death of the Guarantors, will be	ng our remedies against	any other	person or entity responsible	therefore	to them or any security held	by us or Co	ompany. This guarantee will not			
underst	and that the inducement to us to accept this Company A	application is consideration	on for the g	guaranty and that this guaran	ty remair	ns in full force and effect ever	n if the Guar	rantor(s) receive no additional			
	from the guaranty. The undersigned hereby directs any es, successors or assigns and agrees that all parties in				tnat relat	tes personally to the undersig	gnea upon ti	ne request of Elavon or any of its			
SIGNATURE: X PRINTED NAME:								DATE:			
SIGNATURE: X PRINTED NAME: DATE:							DATE:				
		SU	BMITTED	D BY (SALES USE ONLY)							
	est of my knowledge, I certify that the information provid by the Company's owner(s) or officer(s), as appropria		olication wa	as provided by the Company	and is tru	ue, complete and accurate. I	further certi	fy that the signatures were			
	REP SIGNATURE: X	PRINTED NAME:			RE	P ID #:		DATE:			
REP PH		REP EMAIL:			1	<del></del>	ELAVON I	USA-MSP-ELV-0218			
		1									

## SALES WORKSHEET

## DBA:

ACCOUNT DESIGNA	TION										
☐ NEW LOCATION	ADDITIONAL L	OCATION	ON EXISTING MID:			EXISTING	G CHAIN #:		LOCATION OF		
PORTFOLIO CODE:		FI:	,	AGENT:	BANK:		MSP Shor	P SHORT NAME:			
CLIENT GROUP #: ENTITY:					REP#:			AWB	AWB:		
Business Verification											
DOCUMENTARY IDENTIFICATION:											
DOCUMENT VALIDATION TYPE: ISSUING STATE/PROVINCE: ISSUING COUNTRY: <b>USA</b>											
DOCUMENT#: ISSUED DATE:								EXPIRY DATE:			
LEGAL VERIFICATIO	N										
DOCUMENTARY IDENT	DOCUMENTARY IDENTIFICATION: EVIDENCE OF LEGAL STATUS:										
DOCUMENT VALIDATION 7	ГҮРЕ:					ISSUING STAT	E/PROVINCE:		ISSUING COUNTRY: USA		
DOCUMENT #:				ISSUED DATE:				EXPIRY DATE:			
Onsite Inspection:											
I CERTIFY THAT THE BELO	W INFORMATION IS	TRUE, COMP	PLETE AND ACC	URATE:							
BUSINESS LOCATED IN:	SEPARATE B	UILDING	PRIVATE RESID	ENCE SHOPPING C	ENTER/M	ALL OFFICE	BUILDING	кіоѕк 🗆 отн	ER (DESCRIBE):		
I HAVE PHYSICALLY BEEN ON SITE  MERCHANT NAME IS AS IT APPEARS ON SIGNAGE (IF APPLICABLE)  THE PHYSICAL SITE INSPECTED IS THE SAME AS THE DBA ADDRESS  MERCHANDISE IS CONSISTENT WITH TYPE OF BUSINESS											
PERSON MET WITH:											
PRINTED NAME:	PRINTED NAME: REP#: DATE:										
SPECIAL REQUIREM	ENTS COMPAN	Y <b>Q</b> UESTI	ONNAIRE								
♦ IS THE COMPANY AN EM	MBASSY?										
♦ IS THE COMPANY A MO	NEY SERVICE BUSI	NESS?									
♦ IS THE COMPANY A NON PROFIT/NON GOVERNMENT ORGANIZATION? (NGO CAN BE ANY NON-PROFIT ORGANIZATION THAT IS INDEPENDENT FROM GOVERNMENT)											
♦ DOES THE COMPANY OPERATE A PRIVATELY OWNED, NON-BANK ATM?											
SPECIAL INSTRUCTIONS											
CREDIT UNDERWRITING NOTES:											
Address Notes:											