



APPLICATION CHECKLIST

Last revised 05/14/2010

ABOUT YOUR BUSINESS

Business Name (DBA)

REQUIRED

1. DEPOSITORY BANK INFORMATION - Standard Business Check, Temporary Check, or Bank Letter

The client must provide a blank check with the word "VOID" written or typed on the front. **This is the bank account where funds will be deposited.** A starter check is acceptable for businesses that are new or have recently changed bank accounts. If a voided check is unavailable, a letter from the bank may be provided. Completed

2. PROOF OF BUSINESS - Business Card, Brochure, Articles of Incorporation, Occupational License, Website Address

The client must provide proof that the business exists. Completed

3. VISA / MASTERCARD STATEMENTS

The client must provide, if applicable, the last available Visa / MasterCard statement. Certain merchants will be required to provide the last three Visa / MasterCard statements. If the last three statements are not available, Velocity Processing can still approve your application. **Velocity Processing recommends providing the last three Visa / MasterCard statements to ensure an expedited approval.** Completed Not Applicable

OPTIONAL

4. PROFESSIONAL LICENSE

The client shall provide, if applicable, a copy of the state or federal business license required for their industry. Sample industries include doctors, dentists, chiropractors, and attorneys. Completed Not Applicable

5. CONTRACTS

The client shall provide a sample contract, if applicable, that would be signed by the customer. Providing a sample contract is beneficial for clients that receive deposits and / or provide a product or service with future delivery in excess of fourteen (14) business days. Completed Not Applicable

6. INVOICE

The client shall provide a sample invoice, if applicable, that would be provided to the customer. Providing a sample invoice is beneficial for clients that bill their customers on a monthly basis, sell to wholesalers and distributors, or have large transaction amounts. Completed Not Applicable

7. CORPORATE FINANCIALS

The client shall provide, at the request of our underwriting department or sponsor bank, third party audited financials (i.e., previous year's corporate tax return) and / or financials generated from internal accounting software (i.e., balance sheet, profit and loss statement) to approve large volume accounts. If requested, financials shall be submitted directly to our processor. Completed Not Applicable