



MERCHANT APPLICATION REQUIREMENTS CHECKLIST

- **Completed and Executed Merchant PRE-Application**
- **Terminal Order Form** – *Required to Authorize Deployment and ACH Charge for Terminal Setups.*
- **Bank Statements, 3 Most Recent Months** – *Must Match the Desired DDA for Daily Deposits (May Request Personal Bank Statements for Startup and New Businesses.)*
- **Processing Statements with Chargeback & Return Activity** – *3 Most Recent Months if applicable.*
- **Storefront Signage Photo & Lease/Utility** – *Must contain signage matching Merchant DBA or Legal Name.*
 - If Unable to Validate via Google Maps, Merchant Must Provide Storefront Signage Photo **AND** a Lease Agreement or Utility Bill in the Business' Name at the Physical Address.
- **Articles of Incorporation/Organization** – *Entity Must Be in Good Standing with Secretary of State*
 - Business Address on Aol/AoO Must Match Legal Address of Merchant of Record.
- **DBA Certificate and/or Trade Name Validation Document**, if applicable
- **Active MRB/Cannabis License(s)** Featuring Business Legal and/or DBA Name
 - If <30 Days from Expiration, Application Will be Pended Until Renewal Confirmation is Received.
 - Merchant Must Provide Licenses for All Applicable Jurisdictions and Jurisdiction Programs.
- **Drivers License** - *Front and Backsides for Each Beneficial Owner, Authorized Signer & Authorized Contact.*
- **Beneficial Ownership Validation** – *Legal Document Featuring All Beneficial Owners & Equity %'s*
 - Full K-1 and/or Tax Return
 - Fully Executed Operating Agreement or Corporate Bylaws – **No Word or Editable Documents**
 - Articles of Organization for Single-Member LLC's
 - Trust Agreement
- **Voided Check** (No Starter/Temporary Checks), or **Bank Letter** Featuring the Following:
 - Bank Letterhead with Current Date
 - Legal Business Name and DBA, if applicable
 - Bank Account Number (DDA) and Routing Number (ABA)
 - Type of Bank Account – *Must be Checking Account; No Savings Accounts*
 - Bank Representative Name and Signature
 - Branch Location and Phone Number
- **Terminal Set Up Questionnaire & Separate terminal list if applicable**
- **Terminal Order Form** *If purchasing new units*

Once pre application is verified, merchant will execute the Merchant Processing Agreement, Bank Attestation Disclosure, and MRB Addendum electronically via E-Signature. Bank Attestation means merchant must attest that their depository bank has a BSA/AML compliant cannabis program and is fully aware that merchant is involved in the cannabis industry.

Website & Online Presence Requirements

- Health-Related Claims are Prohibited on All Merchant-Controlled Online Presences, Including Social Media
 - Including But Not Limited to Single Terms Like Inflammation, Anxiety, Stress, Pain, Relief, etc.

Definitions

- **Merchant of Record:** Legal Entity Authorized and Primarily Liable for the Merchant Account. Merchant of Record also needs to be the licensee of Cannabis License on file.
- **Beneficial Owner:** Any Natural Person with a Direct or Indirect Equity Interest in the Merchant of Record.
 - Any Secondary Entities (C- & S-Corps, LLC's, LP's, Trusts, etc.) with an Equity Interest in the Merchant of Record Will Need to Provide an Ownership Validation Documentation until Every Natural Person with 15% or Greater Ownership is Identified.
- **Authorized Signer:** Non-Equity-Holding Person with Signing/Executive Permissions.
- **Authorized Contact:** Non-Equity-Holding Person with Information-Handling Permissions.
 - *Cannot Sign Documents to Make Changes to Account Information or Settings.*