EZPAY Advantage 2.0
New Merchant Documentation Checklist

Please check off the box next to each requirement and submit as a coversheet with the Application packet.

☐ **Merchant Agreement- Include ISO/Sales Number**

☐ **Current Bank Statement** - In lieu of the entire bank statement you may submit the summary page(s) that lists the beginning and ending balance. If the customer uses online banking, choose the statement option and not a snapshot of the current activity.

☐ **Voided Check** - Please provide a void check from the depository bank account where SPS will settle funds and withdraw monthly fees. This should be the same as the account number listed on the bank statement.

In lieu of a voided check, SPS will accept a bank letter provided by an authorized representative of the bank on bank letterhead with the following requirements:

- Must be signed by an authorized representative of the bank (printed name, signature, title, phone number, and dated) who should provide the following in the letter:

    - Name of the business, including DBA if any
    - Routing and account number of the business
    - Date account was opened
    - Current balance
    - Name(s) of authorized signer(s) on the account
    - Statement from the bank representative that the account is currently in good standing

☐ **Proof of Business Existence**- **ONE** of the following :

• Business license or registration	• Sales and Use Tax Permit (state)
• Occupation tax registration (county/city)	• Local Business Tax Receipt (county/city)
• Certificate of Existence (state)	• Sales and Use Tax permit (state)
• Certificate of Good Standing (state)	• Local Business Tax Receipt (county/city)
• Fictitious Name registration (county/city)	• Articles of Incorporation
• Business License (county/city)	

If operating as a DBA, the corporate name and DBA must both be listed on at least one the above documents.

☐ **Photo ID of Business Owner(s) with ownership of 25% or greater -** Please provide a mobile phone image of current (non-expired) Driver's License (preferred) or Passport. A mobile phone photo image is preferable as faxing can produce illegible copies.

☐ **Photo of Business:** A Google street view picture of business exterior with signage OR photos of business interior and exterior using a mobile phone.

Forward all documents to Secure Payment Systems by using the SPS Secure Email link located on the SPS homepage or by using the following link:

https://spaysys.com/email_file.html

05/24/18