

1-Hour Fax Coversheet Checklist

Sales Agent Name: _____

Sales Agent Number: _____

Merchant Name: _____

Date Submitted: _____



This Program Is Specific to National Bank of the Redwoods

Be sure these steps are completed before submitting the application to Signature



Step 1:



Completed Paperwork

Completed & Signed
Merchant Application/Agreement
& MO/TO Description Form.

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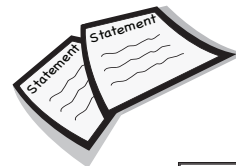
Step 2:



Imprinted Voided Business Check

If business is sole proprietorship
then a personal check is allowed.
Otherwise a business check is
mandatory.

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Step 3:



Processing Statements

3 months most recent processing
statements.

Step 4:



Business Verification

Proof of business, such as:
Articles of incorporation
LLC documentation
Business License
DBA filing

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Step 5:



Marketing Materials

Can Be:
Brochure
Magazine/Newspaper ads.
TV commercial
Other forms of Advertising.

Internet Businesses

Internet businesses must have a valid domain and functioning web site. If the web site is password restricted please list a valid user name and password below.

Website Address: _____

Username: _____ Password: _____

FAX the completed documents to: (323) 966-0056

Time Received: _____ AM ___ PM ___

Time Completed: _____ AM ___ PM ___

Underwriting Dept. Contact: _____

MID Number: _____

SIC ID Number: _____

Signature Internal Use Only

