



# e-Pay / Electronic Invoicing Account Check-Off Form

## REQUIREMENTS

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**URL Requirements – These elements are required on all new e-Pay / Electronic Invoicing Merchant account applications.**

- DBA name appears on the web form. The product sold should correlate with the DBA name.

**DBA NAME:** \_\_\_\_\_

- Customer Service telephone number and email address is clearly posted.

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

- Displaying the address of customer's Business Address (Home-Based Business - city, state)

**DBA ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

- Return/Refund policy is clearly stated. **Please provide a link or digital text.**
- Delivery Method and Timing are clearly stated. **Please provide a link or digital text.**
- Customer's Privacy Statement is included. **Please provide a link or digital text.**
- Policy for multiple shipments (if applicable). **Please provide a link or digital text.**

## All e-Pay / E-Invoicing Accounts Will Have a Conditional Approval

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**A conditional (credit) approval will allow a merchant to complete their website and the following conditions apply:**

- Customer will be credit approved.
- A MID and a Terminal ID (TID) will be assigned so the secure order page can be completed.
- While a MID and TID is provided, the account is suspended until the complete list of Website Requirements are completed.

All other Website Requirements (URL requirements, secure order page and merchant certificate) will need to be met before the account suspension can be released.



**AML Questionnaire Required for All Account Changes**

DBA:  
Merchant ID #:

The First, Middle, and Last names of the 1+ authorized signers on the account:

The SSN and DOB for the 1+ authorized signers on the account:

The current physical address for the home of the 1+ authorized signers on the account:

The Previous physical address of the home of the 1+ authorized signers on the account (this one rule only applies if the authorized signers have lived at their current address for less than 2 years):

Responsible party ID type: either SIN, Individual Taxpayer Identification number, or other (foreign ID):

Are there any other businesses that have a 25% or greater ownership stake?

Are there any additional authorized signers on the account?

Confirmation that the current DBA address matches what we have on file (Best to just have them provide you their physical DBA address):

Non-Swiped Cards% \_\_\_\_ Mail Order Cards% \_\_\_\_ Phone Order Cards% \_\_\_\_ Internet Cards% \_\_\_\_

Expected Monthly Processing Volume:

Annual revenue (this must be total revenue, not just processing revenue):

The number of days after the sale takes place for the customer to receive their product:





**ALM Questionnaire Required for All Account Changes Con't**

Business Country of Origin where their headquarters are located:

A list of all countries they do business with

A list of all countries they have locations in:

Country of primary business operations:

Is the company an Embassy?

Is the company a Money Service Business (Does the business engage in check cashing, selling/redeeming money order or traveler's checks, prepaid cards, foreign currency exchange, or the transmission of currency, including both real or virtual currency (excluding customers that are banks and customers that have a greater than \$1 million in gross annual gaming revenue):

Does the Company operate a privately owned, non-bank ATM (no bank logo on ATM):

Is the Company a Non Profit/ Non-government Organization? (An NGO can be any nonprofit organization that is independent from government. NGOs are private nonprofit organizations that pursue activities intended to serve the public good. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, and bring citizen concerns to governments. Encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities in which the NGO operates):

