

## EZPAY Advantage New Merchant Application Checklist

Please check off the box next to each requirement to ensure Application packet is complete.  
**Review all documents and images to confirm they are CLEAR and LEGIBLE prior to submission.**

- EZPAY Agreement**
- EZPAY Fee Verification Form**
- EZPAY Merchant Questionnaire**
- Current Bank Statement** - Only provide 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** - From the depository bank account where SPS will settle funds and 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 with the following requirements and in substantially the same form and substance as found in our website [www.securepaymentsystems.com/literature.html](http://www.securepaymentsystems.com/literature.html) - choose "Bank Account Verification Letter". The letter must on bank letterhead, be signed by an authorized representative of the bank (printed name, signature, title, phone number, and dated), and contain the following:

- Must be dated within the last 30 days
- Name of the business
- Routing and account number
- Current balance
- Names of authorized signers on the accounts
- Date account was opened

- Proof of Business Existence** - **ONE** of the following (check the item selected):

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

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

- Used Vehicle dealer (if applicable)** - Master Agreement with Lender is required
- Photo ID of Contract Signer (Must be A Principle Owner of Officer)** - Driver's License (preferred) or Passport. Mobile phone image is preferable as the it must be clear and concise image and scanning is unreliable
- IRS Document Verifying Federal Tax ID** - **ONE** of the following:
  - First 2 pages of a personal tax return
  - First page of a corporate tax return
  - SS4 acknowledgement letter or any form from the IRS with TAX ID #
- Photo of Business Interior and Exterior** - Including signage and can be mobile phone photo
- Send completed packet via fax or the SPS secure email process located on the SPS website homepage.**