



Date: _____

Merchant's name: _____

DBA: _____

Contact: _____ Tele: _____

MERCHANT INFORMATION AND DOCUMENT CHECKLIST

The documents and information listed below, when applicable to the application being submitted, are required to be recorded on the "Application for ACH Services" or accompany the application being submitted to Electronic Financial Group, Inc. (EFG), Waco, Texas.

_____ 1. A properly completed and signed merchant "Application for ACH Services" and "ACH Service Agreement".

(All blanks must be completed. Print or type "None" or "NA" in the blanks if the question or information requested is not applicable. Applicant's information is to be submitted using the EFG computerized "Application for ACH Services" form. To insure the information is legible and to expedite the processing of the application, the "Application for ACH Services" may be filled out on the computer. On the signature lines type "/s/t/" and e-mail the "Application for ACH Services" and "ACH Service Agreement" to **app@commercial-banking.com** and copy **mistyp@commercial-banking.com**. The "Application for ACH Services" and "ACH Service Agreement" should then be printed, signed by the applicant and faxed to CBI. Promptly mail the signed originals to CBI. If the application is not completed on the computer, print the forms and type or legibly print the required information using the EFG computerized "Application for ACH Services" form. Do not use a felt or gel ink pen.)

_____ 2. Is the domicile of the Applicant owned _____ or leased _____?

If the domicile is leased, please provide the following information.

Expiration date of current lease: _____

Name of landlord: _____

Address: _____

City, State & Zip: _____

_____ 3. Copy of applicant's Certificate of Good Standing issued by the State in which Applicant is domiciled or a copy of the City, County or State Operational License.

_____ 4. For identification purposes, provide a copy of the drivers license of the person(s) signing the application.

_____ 5. A copy of applicant's Articles of Incorporation or a copy of the State's stamp dated acknowledgement receipt of the corporate filing of the Articles of Incorporation.

_____ 6. A list of applicant's principal officers/shareholders owning a total of at least 51% of the authorized and outstanding stock and their percentage of ownership.

Print Name	Title	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- _____ 7. Are the applicant's authorizations?
Recorded? _____
Mailed? _____
Written? _____
E-Mailed? _____
Or provided by processor? _____

If recorded, please provide the name, address and telephone number of the company providing the service. _____

- _____ 8. Applicant's customer service:
Telephone number: _____
Hours of operation: _____

- _____ 9. Applicant's summary of business and the anticipated use of the Automated Payment Systems: _____

- _____ 10. Provide the applicant's Web address or a copy of applicant's product catalog used to market applicant's product or service.
Web site address: _____

- _____ 11. Applicant's refund policy: _____

- _____ 12. Applicant's fulfillment procedure including the name of the company who fulfills applicant's product purchases and the timetable from placement of order, origination of ACH and shipping of product. _____

- _____ 13. How is the product shipped and what proof of delivery is utilized? _____

- _____ 14. Provide a copy of the Provider's "Wholesaler Agreement" with the applicant if the services being offered by the applicant relates to the sale of telecommunication service.

- _____ 15. If the merchant's business entity status is a corporation, limited partnership or business entity which limits personal liability, then a personal guaranty will be required except in the case of government and publicly owned entities.

IN SOME INSTANCES AND BASED ON THE TYPE OF APPLICATION BEING SUBMITTED, OTHER INFORMATION MAY BE REQUIRED.