

HouseAccount Pay Merchant KYC Application Checklist

To help ensure your application process is easy to complete in one session, please gather the necessary information below before beginning. With this information at hand, you can complete your application in about **5 minutes**, and begin processing **within 48 hours**.

- ☐ Company Information
 - ☐ Business Legal Name
 - ☐ Address
 - ☐ Business Start Date
 - ☐ Tax-identification Number of the business (EIN)
 - ☐ Company Type*
 - ☐ Association, Corporation, Financial Institution, LLC, Partnership, Sole-Proprietor, or Tax Exempt
 - ☐ Website
- ☐ Primary Owner Information
 - ☐ Address
 - ☐ Phone Number
 - ☐ SSN (**Please ask the merchant to unlock their Experian credit, post application submission so we can do a soft credit inquiry**)
 - ☐ Ownership %*
 - ☐ If there are members that own 25% or more of the organization you will need to provide their information on via the application as well or the application will be pended
- ☐ Business Banking Information
 - ☐ Account Number
 - ☐ Routing Number
 - ☐ Name on Account
 - ☐ Annual Volume
 - ☐ High Ticket Size (**Should not exceed Annual Volume**)
 - ☐ Average Ticket Size (**Should not exceed High Ticket Size**)
- ☐ Supporting Documents
 - ☐ Color copy of driver's license (front and back)
 - ☐ Voided check (starter checks not accepted/ must include business name, address)
 - ☐ Bank letter – must be dated within 90 days and include account, routing number and be signed and dated by bank representative
 - ☐ Business bank statements (3 months and be associated with the account on file)