

# Documentation Requirements

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## **Standard Documentation Requirements for all Merchants**

- Signed merchant agreement with personal guarantee
- Preprinted voided check
- 3 months most recent processing statements
- Business license will be required if the location does not verify
- Driver's license (Westamerica Bank & High Risk merchants only)

## **Additional Requirements for Card-Not-Present Merchants**

- Complete MOTO questionnaire at foot of page one of application
- Articles for legal entity, or business license for sole proprietors
- Marketing material – brochures, product descriptions, price list, sales scripts, website

## **Westamerica Bank Card-Not-Present Merchants**

- Westamerica Bank MOTO Addendum – #7 on UW forms menu

## **For Volume in excess of \$100,000 Monthly (Card-Not-Present), Additional Financials are Required**

- 3 months most recent bank statements
- Prior 2 years' tax returns
- Year to date financial statements – signed and dated by principal of Company

## **Free Trial/Continuity/Direct Response Merchants**

- 3 months most recent processing statements
- Merchant questionnaire – #8 on Underwriting Forms Menu
- Executed fulfillment agreement with fulfillment company