

CSCS100-F100 BASYS Applicant Checklist

Merchant Name _____

1. **Type of Agreement and Documentation:** Completed by: _____ Date: _____

- Merchant Processing Application (MPA – CS100-F100)
- BASYS's Underwriting Checklist with Auto Approval checked **yes** or 3 Month of Bank Processing Statement and MPI.
- Credit Report
- Articles of Incorporation/Organization
- OFAC Reports for Principal:
- A voided check for primary business account with business name printed on check (legal name must match name on check) or bank letter
- ACH Authorization Form
- Documentation describing the company (i.e. tell who they serve and the products they provide, marketing material)
- Web-Form – Populate with listed information (Provide screenshots of the "Authorization Page" & T&Cs from the website) (if applicable)
- Tel-Form – Provide similar verbiage as shown on sample (calls must be recorded) (if applicable) _____

2. **Background Check:** Completed by: _____ Date: _____

- Check NACHA's Terminated Originator Database (TOD)

3. **Underwriting:** Completed by: _____ Date: _____

- MPA Only* – Reserves/Holding Period determined & Monthly Average Return % = _____
- Research* – BBB, Google, ComplaintBoard.com & Ripoffreport.com
- Authorization Page for Online Payments* *NO Online Payments Accepted*
- Application Approval (Underwriting Pkt–CSCS100-F900) **Approved by:** _____ **Date:** _____

4. **Applicant Signature:** Completed by: _____ Date: _____

- Signed MPA (or...ACH/Check Addendum) and Acknowledgement of Terms & Conditions
- Email Approval from DCS to Applicant for Applicant's Records

5. **Boarding:** Completed by: _____ Date: _____

- Master Reporting Account Created (Boarding Application – CSCS100-F202)

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- Processing Accounts Created (Boarding Application – CSCS100-F202)
- Email Merchant/Customer Verification Form to Bank
- Add FNBO Merchants to the DCS TPS Tracking MAIN – FNBO Excel Spreadsheet
- Create recurring reminder in QB for billing
- Add to ISO/Sales Associate template for Commission (if applicable)
- Email Approval (Copy of signed Boarding App) from DCS to Applicant for Applicant's Records