

# Merchant Application Required Information

To prepare the merchant account(s), please provide the following information (multiple offices provide for each location):

1. **Legal Business Name:** \_\_\_\_\_
2. **Merchant Name** (Doing Business As "DBA"): \_\_\_\_\_
3. **Federal Tax ID #** (FEIN): \_\_\_\_\_
4. **Legal Business Address:** \_\_\_\_\_
5. **Business Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_
6. **DBA Location Address** (if different from legal): \_\_\_\_\_
7. **DBA Phone #** (if different from legal): \_\_\_\_\_
8. **Years in Business:** \_\_\_\_\_
9. **Principal Signer** (first/last): \_\_\_\_\_
  - **Email:** \_\_\_\_\_
  - **Title:** \_\_\_\_\_
  - **Cell or Home #:** \_\_\_\_\_
  - **Residential Address:** \_\_\_\_\_
10. **Are there any other "Beneficial Owners" with 25% or more ownership of this business** (select one)?
  - **Yes**
  - **No**
  - **If yes, please complete the following for each one:**
    - i. **How many:** \_\_\_\_\_
    - ii. **Name** (first/last): \_\_\_\_\_
    - iii. **Title:** \_\_\_\_\_
    - iv. **Cell or Home #:** \_\_\_\_\_
    - v. **Residential Address:** \_\_\_\_\_
11. **Business Location Landlord Name & Phone #:** \_\_\_\_\_
12. **Corporate Structure** (select one):
  - **LLC**
  - **S- Corp**
  - **C- Corp**
  - **Sole Proprietor**
  - **Non-Profit** (501c3)
  - **Government Agency**
  - **Other:** \_\_\_\_\_

**Please include the following when returning the above information:**

1. Voided Business Check
2. Clear Legible Image of Signer(s) Driver's License(s) (front only)

**Once the above information has been completed, please return along with all requested supporting documentation. Please feel free to email or fax to 212.656.1410. Thank you and we look forward to working with you.**