



## MRB MERCHANT APPLICATION CHECKLIST

PLEASE SUBMIT COMPLETE PACKAGE TO [APPS@BIGHQS.COM](mailto:APPS@BIGHQS.COM)

### ***Application Package Requirements***

- Completed and Executed Merchant PRE-Application
- Executed Personal Guarantee
- Executed Attestation Disclosure
- Imprinted voided check or bank letter
  - Temporary checks are unacceptable; Checks that are preprinted by the Merchant are unacceptable
  - Bank letter must include the following:
    - Bank letterhead with current date
    - Legal business name and Doing Business As (DBA), if applicable
    - Bank Account Number (DDA) and Routing Number (ABA)
    - Type of Bank Account (Must be a checking account)
    - Bank representative name, signature, branch location and phone number
- 3 Most recent processing statements including chargeback and return activity
- Articles of Incorporation/Organization or Doing Business As (DBA) filing for sole proprietorship
- Marijuana Related Business (MRB) license
- Driver's license of each Beneficial Owner with 25% or more of equity interest and Authorized Signer (copy of front and back)

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