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**Thank you for your interest in RSC LLC.  
Please take a few moments to complete this application to help us get  
to know your business better.**

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**Below is a check list of information that is needed for the application process:  
\*\*\*\*Send each item as a separate PDF in one zip file\*\*\*\***

- Completed Merchant Application
- Copy of Applicant's Articles of Incorporation/Formation/Charter/Registration Papers
- Driver's License or State ID for all owners / principal signers  
Any owner with 10% or more ownership needs to be listed on application. ID provided for beneficial owners
- List of states that you operate in
- Four months bank statements (if existing) or  
(If new business) Four months personal bank statements
- Four months processing statements for all accounts if currently processing or processed recently
- EIN paperwork/W9/or other tax documents
- DBA paperwork (if you are billing in a different name)
- Brief Description of service(s) provided
- Sample client agreement (if applicable)
- Sample Proof of Authorization (what you have your clients sign authorizing you to debit them)
- Customer service phone number
- Company website (if applicable)
- Copy of most recent year-end Financial Statement
- Voided business account check with DBA or legal entity name  
Bank letter accepted with DBA or Legal entity name, must include full account and routing number
- Current lease and/or utility bill where business is conducted

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**Please SCAN/EMAIL the above items to:**

Underwriting Department  
underwriting@RSCfirstparty.com

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## AUTHORIZATION TO OBTAIN CREDIT BUREAU REPORTING & CRIMINAL BACKGROUND CHECK

			EIN Number:		
Company Name:			Doing Business As (DBA):		
Principal First Name:		Principal Middle Name:		Principal Last Name:	
Address:		City:		State:	Zip:
Country:					
Cell Phone:			Alternate Phone:		
Email:			Alternate Email:		
Drivers License Number:			State of Issuance:		
Date of Birth:			Social Security Number:		

"I hereby authorize RSC LLC to obtain reporting from any of the credit bureaus and or other information agencies as well as a criminal background check on the company and it's principals for the purpose of underwriting, increase of processing volume limits, collection purposes, and or any other reasoning related to a merchant processing account with RSC LLC."

Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Company Information:

Legal Name (Ownership Entity):			
Legal Address:	City:	State:	Zip:
Country:			

## Website Information:

Website URL:	
Products/Services:	DBA/Descriptor (This will show on your customers bank statements:

## Manager Information:

Full Name:			
Address:	City:	State:	Zip:
Country:			
Cell Phone:	Alternate Phone:		
Email:	Alternate Email:		

## Customer Service Information:

Contact Name:	
Toll Free Number:	Contact Email:

## Payment Processing History:

	YES	NO		YES	NO
Do you currently accept credit cards?			Have you ever had merchant account terminated?		
Have you ever processed before?			If yes, please state the reason:		
Former/Current Processor:					
Time with Processor:					

## Ownership Information: (This must be equal to 100% share)

### Owner #1

Full Name:			Ownership Share %:
Address:	City:	State:	Zip:
Country:			
Cell Phone:		Date of Birth:	
SSN:		Driver's License or State ID #:	

### Owner #2

Full Name:			Ownership Share %:
Address:	City:	State:	Zip:
Country:			
Cell Phone:		Date of Birth:	
SSN:		Driver's License or State ID #:	

### Owner #3

Full Name:			Ownership Share %:
Address:	City:	State:	Zip:
Country:			
Cell Phone:		Date of Birth:	
SSN:		Driver's License or State ID #:	

**\*If more than 3 owners please use this page again**

## MISCELLANEOUS ENHANCED DUE DILIGENCE

YES NO

Complete description of goods and services on website?			
Price displayed?			
Does the sponsored merchant state that it will attend to customer service request within 2 working days?			
The address of the company is on the site?			
Company contact details for Customer Support are clearly displayed			
Customer Service Toll free number displayed on the site?			
What types of customer service do you offer?	In-house	Outsourced	Both
Terms & Condition, Privacy Policy on website?			
Return, refund, and cancellation policy on website?			
Site/Payment Page is SSL Secured (https)?			
A procedure regarding the return of goods/services is displayed?			
Are sales generated through outbound telemarketing?			
Content on website is provided by:			
Has the company/principal(s) ever been the subject of civil or criminal law enforcement actions or proceedings including those involving fraud or money laundering?			
If yes, please explain:			
Has the merchant or its principal(s) ever been denied a business license or had a licensed revoked, terminated, or suspended by a federal or state regulatory agency?			
If yes, please explain:			
Has the company/principal(s) ever been the subject of civil or criminal law enforcement actions or proceedings including those involving fraud or money laundering?			
If yes, please explain:			

## Transaction Information: (This must be equal to 100% share)

Estimated total sales per month:	Number of transactions per month:	Billed monthly, annually, one time, etc:
Minimum Ticket amount:		Maximum Ticket amount:

## Bank Information: (This must be under the company name)

Account Holder Name:			
Account Holder Address:	City:	State:	Zip:
Country:			
Bank Name:		Account #:	
Bank Address:	City:	State:	Zip:
Country:	Bank SWIFT/Routing/IBAN:		

## Additional Information:

Describe your line of business (products/services being sold):
Describe briefly the operations involved from the customer's order to the product/service delivery and the time schedules involved to fulfil the order. Are clients billed one time, annually, monthly etc.?
Describe briefly the marketing activities undertaken to generate sales:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*This authorization is valid for purposes of verifying information given pursuant to employment, leasing, rental, business negotiations, or any other lawful purpose covered under the Fair Credit Reporting Act (FCRA). The Background Check may contain information available in the Public Domain but may not include interviews with persons other than previous employers or their agents.

By my signature above, I hereby authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and persons to release all information they may have about me including criminal and driving history. This authorization shall be valid in original or copy form.