



## Application Checklist

**Thank you for applying with Signature Card Services!**

To expedite the processing of your application, please make sure you review the following checklist as you prepare to submit your application.

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**If you are applying for a monthly processing line of \$50,000 or less, please make sure that:**

- Your application is completed and signed;
  - You included a copy of your driver's license;
  - You included a voided check for the account into which you would like your funds deposited;
  - You included three months of merchant processing statements, if applicable. If you have never accepted credit cards before, you may disregard this;
  - You included a check, made out to Signature Card Services, for the application fee;
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**If you are applying for a monthly processing line of *more than* \$50,000 please make sure that:**

- You included all items in the checklist above;
  - You included the last two years of business financial statements (balance sheet and profit/loss statements). Make sure the statements are signed and dated, and that the most current is within the last 90 days;
  - You included a current personal financial statement, signed and dated, for each principal applying;
  - You included the last three months of your merchant business banking statements, if available;
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**If you are applying for a monthly processing line of *more than* \$100,000 please make sure that you include the following additional documents:**

- You included the last two years of business income tax returns. Make sure the statements are signed and dated;
  - You included the last two years of personal tax returns for each principal applying. Make sure that the returns are signed and dated;
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**Thank you! With these documents included with your application, we can get your account established even more quickly!**

**If you have any questions, please call us at (888)334-2284.**