

Sales Application Checklist

Merchant name: _____

Before application submission have you included the following in your pack?	Checkbox
Fully completed signed and dated application form?	
Fully completed signed and dated Schedule of Fees?	
All required supporting documentation?	
All blue sections - fully complete with all relevant codes included?	

Customer information - always complete relevant blue sections

Legal name and address are complete

Trading name completed but only include address if differs from the legal address

Internet Customer

Ensure this section is completed when internet payments are taken

Customer Profile

Ownership is marked

Ensure company reg number / charity number are completed and correct

Check Companies House ensuring details of company name, company number, address and date of incorporation are correct

Provide a clear detailed business description - no 'one or two word' descriptions

Please answer the four yes / no questions to help us identify Special Requirement Customers

Include a website if available - **mandatory for e-comm MIDs**. Helpful for credit checks to always include this

Customer Annual Turnover – this is the total turnover of business

Card Sales – this is the estimated amount of turnover relating to card sales

Average Transaction Value – this should be as close as possible to the average spend in the business

Card acceptance method must always =100% e.g. 50% moto 50% CP

Don't combine internet % with CNP or CP - can't have blended mids

State country which generates the highest revenue. If the customer does not have operations outside of its domicile country then its domicile country (i.e. UK) must be entered

Please ensure PCI level is ticked

Travel Agencies / Tour Operators

All Travel Agents and Tour Operators must complete this section

Authorised Signatory	Beneficial Owner	Director (Please tick all applicable boxes)
Tick each box that is relevant to the customer		
Name on application should match ID document provided and be a named officer of the company registered at Companies House		
DOB on form must match DOB on ID document provided and Companies House		
Have you the details of all beneficial owners / controllers and their % interest of shares held?		
Home address ensuring city and country is completed in correct box		
If other partners please always complete name DOB and % interest for those parties		
Power of Attorney was provided for Authorised Signatory who is not an director in the company		
Have you the details for all Directors, Contract Signers and Beneficial Owners completed on the application form?		

Transaction Details

Obtain as much information from customer to ensure full understanding of payment structure of business

Clearly explain deposits then full payments – how far in advance etc.

If complex provide more information in business description or on extra sheet

Financial Information - always complete relevant blue sections

Account Name – must match bank confirmation and legal name

Account number and sort code matches the bank confirmation. IBAN and BIC

Direct Debit Mandate - attached for gross settlement? Does the company name match the name on the bank confirmation document?

Statement Information

Reporting Tool

Terminal Rental Yes No

Third Party Products and Services

Supporting Documentation

Telesales

Photo ID - passport/drivers licence/government issued ID - does the name and DOB match the app?

Bank confirmation - do the details match the app? Is the account name the same as the legal name?

Proof of Business address (dated within previous 6 months)

If brand new business - can you provide evidence of existence e.g. marketing/advertising material/website?

Field Sales (+200k turnover)

Photo ID - does the name and DOB match the app?

Bank confirmation - do the details match the app? Is the account name the same as the legal name?

Signed and dated site visit report. Have you included all relevant details including name of the individual met at the customer premises?

E-commerce Applications

Have you provided active website?

Have you ensured that website is fully compliant with the card scheme requirements?

Do the goods and services on the website match the business description?

Have you included the PSP provider?

Are you sure the services or products offered by the customer are not prohibited?

Other relevant information to check before submitting the application

Is this business high risk? Have you checked against the trade sector guidelines for further requirements?

Are any elements of this business likely to be contracting with a third party - have you included their Contract?

Add location form

Does the legal name match the original application?

Have you completed all the mandatory fields of the form?

Have you included the bank confirmation document?

Have you provided dated and signed Schedule of Fees?

Programming Sheet

Have you included this with the application

Have you included the terminal provider and model and number of terminals required?

Signature



Full Name & Title (Please print)

Date (DD/MM/YYYY)