



**PARSON** ENTERPRISES, LLC

## Pre-Qualification / Pre-Application

The information you provide on this form will be used for pre-qualification purposes only. This form is not the application for services nor is it a guarantee of acceptance.

By law, Parson Enterprises, LLC is required to keep the information submitted on this form confidential. Your information is only shared with the merchant account provider's underwriting department for evaluation, approval, and implementation.

### **WHY THIS INFO IS REQUIRED**

In accordance with Section 326 of the US Patriot Act the following information on these pages is required to establish a bank account or merchant account for the purpose of processing credit/debit cards or checks.

If you are currently processing credit cards and your average processing volume is more than \$20,000 per month, the last 3 months of your existing merchant account statements are required to secure quoted rates and to receive approval.

If you or any of the business owners with signature authority have filed for bankruptcy in the past 5 years you must indicate such on the pre-application.

A VOIDED company check will be required for all merchant account applications but is not required when simply submitting this pre-application.

If your business is **non-profit** you will be required to also submit the following:

501c tax exempt letter

Last 2 Years of Profit & Loss Statements

A Copy of the Signing Person's Drivers License

VOIDED Company Check

**Please fax or email the completed form to:**

**Fax:** 888-283-3414

**Email:** sales@parsonenterprises.com

**www.parsonenterprises.com**

**1-888-265-3826**

Legal Business Name

Business Name - DBA - Doing Business As

Legal Business Address

City

State

Zip

Business Phone

Fax

Primary Contact Person

Physical Location Business Address

City

State

Zip

Phone

Fax

Primary DBA Contact

Mailing address if different from either address above

Federal Tax ID Number

What Date Did Your Business Open?

**Type of Business/Ownership**

S-Corp/Sole Ownership

Government Entity

Partnership

Non-Profit Organization

LLC/Limited Liability Corp

Public Corp

**Owner Information**

**Owner #1**

Name  Date of Birth

Social Security Number

Home Phone

Drivers License Number

Owner #1's Percent of Ownership/Equity %

Home Address

City, State, Zip

**Owner #2**

Name

Social Security Number

Home Phone

Drivers License Number

Owner #2's Percent of Ownership/Equity %

Home Address

City, State, Zip

Have you or any of the owners listed here filed for bankruptcy in the last 5 years?

**Business Banking Account Information**

Name of Bank / Financial Institution

Banking Address

Banking Contact Person

Banking Phone Number

Checking Account Number

Transit Routing Number

A copy of a VOIDED company check is required for the formal application. If you have temporary checks you must include a letter from your bank indicating that you have an active account. The letter must be signed, on bank letter-head and state your business name, checking and routing numbers. The Legal Name or DBA Name printed on the check or letter must match the Legal or DBA name exactly.

**Trade References** - Required for Businesses open for less than 3 months  
*A utility bill such as a phone bill, electric bill, gas bill, or an invoice from a supplier will suffice*

Business Trade Supplier Name

Business Trade Address

Business Trade Phone Number

**About Your Business**

Briefly Describe your business and the type of services or goods you sell

Indicate the forms of payment you would like to accept - check all that apply

American Express	MC Credit/Debit	Checks
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Discover	VISA Credit/Debit	Internet Payments
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Existing American Express Merchant ID #

Existing Discover Card Merchant ID #

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### SPECIAL NOTES

If you are currently accepting credit/debit cards please fax your most recent merchant account statement to 773-364-7372.

If you are currently accepting credit/debit cards and your monthly processing volume exceeds \$20,000 per month the last 3 months of your merchant account statements are required.

If you are applying for our CASH ADVANCE program the last 6 months of statements are required

### FOR NEW MERCHANTS

PLEASE PROVIDE US WITH YOUR ESTIMATED or ACTUAL PROCESSING VOLUME

ESTIMATED - AVERAGE CARD SALE	\$	**
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ESTIMATED - HIGH TICKET AMOUNT	\$	**
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ESTIMATED - AVERAGE MONTHLY CARD SALES	\$	
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ESTIMATED - HIGH MONTH IN TOTAL CARD SALES	\$	
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PERCENTAGE OF TRANSACTIONS THAT WILL FACE TO FACE	%	
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PERCENTAGE OF TRANSACTIONS TAKEN OVER THE PHONE	%	
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\*\* Please note: If your High Ticket amount is greater than \$1999.00 or if your Average Card Sale is estimated to be greater than \$499.00 the last 3 months of business checking account statements will be required. These statements are required by the Underwriting Dept to ensure that you have the necessary funds available in your business banking account to cover a return, a customer contested charge or a refund. This rule is universal to all merchant account providers.