

# Noble Lion Merchant Account Checklist

Payment Solutions: Merchant Accounts

“ *Online payment solutions provides a real-time, engaging opportunity for clientele and donors to react and respond.* ”

**NOBLELION**  
PAYMENT GATEWAY SERVICES



## Summary

By making it as easy to shop or donate as possible, encouraging card payment options, and taking advantage of tools that cut out administrative headaches, businesses and nonprofits will maximize their chances of securing valuable new clients and donors.

# Noble Lion/HMS MERCHANT APPLICATION CHECKLIST

Sales and fundraising has never been as easy as it is now with online solutions leading the helm.

Monthly Volume: \_\_\_\_\_ % Swiped: \_\_\_\_\_  
Average ticket: \_\_\_\_\_ Discount rate: \_\_\_\_\_  
Authorization/Batch fee: \_\_\_\_\_

### Class 1 Merchant

- Monthly volume to \$25,000 and Average transaction to \$500
  - Signed completed legible application
  - Pre-printed, voided check
  - Site inspection with interior/exterior photos required if MV is greater than \$10K or resubmit in lieu of documentation
  - If non-profit: IRS proof of status
  - If corporation: Articles of Incorporation
  - If partnership: Partnership agreement
- (See HMS Merchant Submissions Requirements for optional proof of ownership items accepted for Class 1)

### Class II Merchant

- Monthly volume to \$100,000 and Average transaction to \$1000
- All Class I documentation
- Site inspection with interior/exterior photos
- State issued id or passport
- Marketing material with DBA identified, product and pricing information
- 3 Months statements (if processed before - consecutive and most current)

### Class III Merchant

- Monthly volume over \$100,000 and Average transaction over \$1000
- All Class I and II documents
- If non-profit: IRS proof of status
- If corporation: Articles of Incorporation
- If partnership: Partnership agreement
- 2 Years business balance sheets and income statements, most recent and signed
- 3 Months statements (if processed before - consecutive and most current)
- 2 Years personal tax returns (signed)
- 2 Years corporate tax returns (Signed)

### Additional Services Ordered

- American Express (Application)
- Debit (Application)
- EBT (Application)

### Notes and Information

- Site Inspection:** Class I Merchants whose monthly volume exceeds \$10,000 may submit any of the following documents in lieu of a Site Inspection.
  - Most recent business tax returns
  - Bill in business' or principal's name from a major public utility
  - Current insurance policy on property with agent's phone number listed
  - Current Yellow page ad
  - 3 Months statements (if processed before - consecutive and most current)

### Special Items

- Additional location addendum (if processing at more than 1 location)
- Corporate resolution
- Other items:

Sales ID: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## About Us

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