

## Auto Approval Guidelines - Level 2 (Retail/Service/Trade Show)

- Greater Than 50% BUT Less Than 90% Card Swiped
- Future Service Liability Less Than 30 Days
- Acceptable Type of Business
- Visa/MC Monthly Volume Less Than \$10K/month
- Average Ticket Less Than \$300

## Level 2 - Documentation Requirements

### 1. Completed Merchant Application

- a. Length of current ownership
- b. Physical address of business location (P.O. Box is not sufficient)
- c. Federal Tax ID (Social Security Number is OK for Sole Proprietorships)
- d. Principal/Owner information and signature representing a minimum of 40% of the ownership of the company.
- e. Complete and accurate description of the products/services sold.
- f. Complete and accurate description of method of sales (Retail, Mail Order, Phone Order, etc . . . )
- g. Annual Volume and average sale amount
- h. Kiosks and Flea Market Merchants need to provide a lease agreement for at least 6 months.
- i. Voided Check from a checking account that is able to receive ACH credits and debits in the business DBA name listed on the Merchant Agreement. Starter checks require a verification telephone call by a TMS underwriter, or a letter from the bank.
- j. Fully completed and properly signed "Schedule of Fees".
- k. Fully completed "Business Description Profile".
- l. Fully completed "Cover Sheet" describing the setup instructions.

### 2. Site Survey - You can provide a site survey and photos. Or, in lieu of conducting a site survey and providing photos, we need you to provide a minimum of ANY ONE of the following items (in order of effectiveness):

- a. Credit Card Processing Statements (if applicable)
- b. Business License/Fictitious DBA Name Filing/Sales Tax License
- c. Utility Bill
- d. Yellow Page Advertisement
- e. Black Book EXACT match - dba Name, Location Address & Business Location Phone#

3. **Processing Statements** - If the merchant is currently processing Visa/MC, we need the most recent three months credit card processing statements.
4. **Financial Information** - We require financial information only when the Level 2 merchant is processing over \$120K/year (\$10K per month). The following is the order of effectiveness for financial information - (a) being the most effective:
  - a. Business Balance Sheet & Income Statement - most recent fiscal year
  - b. Business Tax Return - most recent fiscal year
  - c. Personal Financial Statement including Statement Of Annual Income
  - d. Personal Tax Return - most recent calendar year
5. **TMS AUTO-APPROVAL** - All Level 2 merchants with less than \$10,000/month (Visa/MC processing volume), and less than a \$300 average ticket are AUTO-APPROVED. The only exceptions are for merchants in a current bankruptcy that has not been discharged for a minimum of six months, for merchants on Visa/MC's CTMF File, for merchant applications that have falsified or fictitious information, and for merchants selling computer hardware products.
6. **Funds Availability** - Merchants receive their funds in 2 business days.
7. If the type of business is unclear, you may be asked to supply a Business Description Profile and/or marketing materials / invoices that explain what is being sold and how.

Total Merchant Services (TMS) is a registered ISO/MSP for HSBC Bank USA, National Association, Buffalo, NY