

Auto Approval Guidelines - Level 3 (MO/TO, Internet-Based)

- Future Service Liability Less Than 90 Days
- Acceptable Type of Business
- Visa/MC Monthly Volume Less Than \$10K/month
- Average Ticket Less Than \$300

Level 3 - 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. 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.
- i. Fully completed and properly signed "Schedule of Fees".
- j. Fully completed "Business Description Profile".
- k. Fully completed "Cover Sheet" describing the setup instructions.

2. **Site Survey** - A site survey and photos are NOT REQUIRED for Level 3 Merchants. TMS will be responsible for conducting a verification of the account including: telephone call to the merchant, verification that the designated checking account will accept ACH deposits and withdrawals, website registration verification, and reverse-lookups on the business and home telephone number.

3. **Marketing Materials** - Internet-Based merchants need to provide a website disclosing the merchant DBA Name, address, telephone number, return policy, delivery method, and email address. Non internet-based merchants need to provide a copy of brochures, marketing materials, or advertisements showing the merchant DBA Name, address, and telephone number.

4. **Processing Statements** - If the merchant is currently processing Visa/MC, we need the most recent three months credit card processing statements.

5. **Financial Information** - We require financial information only when the Level 3 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 2 fiscal years
 - b. Business Tax Return - most recent 2 fiscal years
 - c. Personal Financial Statement including Statement Of Annual Income
 - d. Personal Tax Return - most recent 2 calendar years

6. **TMS AUTO-APPROVAL** - All Level 3 merchants using ANY credit card processing software, 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, and for merchant applications that have falsified or fictitious information.

7. **Funds Availability** - Auto-Approved internet-based merchants receive their funds in 5 business days. All other merchants receive their funds in 2 business days.

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