



3701 Trakker Trail  
Suite 1F  
Bozeman, MT 59718  
406-585-7443  
406-585-7576 (Fax)  
866-651-3068

## MERCHANT APPLICATION CHECKLIST

### All Applications Require

- 1) Fully completed application including terms and conditions and all required signatures and initials on each page.
- 2) Fully completed ACH authorization form.
- 3) Include a voided check with business name and address pre-established on the check. If bank has not provided checks yet, have a Customer Service Rep at the bank fax in a letter on letterhead establishing ownership of bank account and routing number.
- 4) Legible copy of Driver's license for all principals.
- 5) Confirm signatures and dates are administered for MERCHANT ACCEPTANCE AND PERSONAL GUARANTY on page four. Must be signed by majority owner and both owners in case of partnership.
- 6) PCI Self Assessment Questionnaire. Frontline Processing will provide the correct form for your business.

### Merchants processing over \$25,000 per month also require

- 7) Copy of merchant's sales literature, printed advertisement, sales scripts, TV and/or radio commercial if applicable, and sample of product sold. Web site URL address.
- 8) Last six months of processing statements.
- 9) Any applicable lease documents.
- 10) Business financials to include income statement and current balance sheet with any applicable notes.
- 11) Tax returns for last two years.

## Application Submission

Submit your application via email or mail.

Mail to:  
Frontline Processing  
3701 Trakker Trail  
Suite 1F  
Bozeman, MT 59718-9202

If submitted via fax, please send the following to 406-585-7576 Attn: Underwriting

1. Page 1 of the Merchant Application
2. ACH Authorization Form
3. Driver's License
4. Voided check or bank letter