

Merchant Advance Checklist

Prepared for:

Phone Number:

Business Name:

Fax Number:

Additional Notes / Comments:

Below is the checklist to complete your Working Capital Application.

Part I: Documents Enclosed

- o Working Capital Information Sheet
- o Information Disclosure Letter - (*Landlord / Mortgage Statement, Deed, or Property Tax*)

Part II: Documents Required

This section will deal with a list of materials we need you to provide us. Send us ALL the information listed below.

- A copy of a voided check.
- A copy of driver's license for everyone that has signed the application.
(If possible, please enlarge the driver's license copy before faxing. This will enhance the clarity and may expedite the application process).
- Proof of Ownership - a document showing the business owner name(s) and percentage(s) of the business owned.

(Some examples of such documents are Articles of Incorporation, LLC Member Agreement, Tax Return Schedule, etc...)

- Most recent two month's of business bank statements - **all pages**
- Most recent 4 month's of Complete Merchant Processing Statements.
(Please include the summary section as well as daily transactions)

• Are you currently in a cash advance program? o Yes o No

• If Yes - Name of cash advance provider: _____

(Please include the last month of your cash advance statement)

Once the application is conditionally approved, you will receive:

- Working Capital Agreement
- Merchant Processing Agreement

Please complete the application in FULL, every line or we will not process the application.

Should you have further questions, please contact Jim Ramage @ (480) 678-9595

jramage@jr-n-associates.com

Fax (480) 626-4772

JR-N-Associates (480) 678-9595
 jr-n-associates.com Fax (480) 626-4772

Yourcreditcardprocessor.com
 jramage@jr-n-associates.com

Information Disclosure Letter

I/We grant our irrevocable permission to release our confidential information to JR-N-Associates and/or its affiliated companies. I/We understand this information is being used for their credit/underwriting purpose only.

This permission is specifically given to:

BANK INFORMATION			LANDLORD INFORMATION		
Bank Name:			Company Name:		
Address or Branch:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Contact Name:			Contact Name:		
Phone Number:			Phone Number:		

Permission is also granted to contact any business past, present or future, we may deal with including Banks, Landlords, and Insurance companies we currently use or will use in the future.

X

 (Signature)

 (Print Name)

 _____ _____
 (Title) (Date)

 (Business Name)

X

 (Signature)

 (Print Name)

 _____ _____
 (Title) (Date)

 (Business Name)

Verification of this authorization may be confirmed by calling the business at: _____
(Business Telephone Number)