##### Appendix D: Merchant File Review Worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Merchant name** |  |  |  |  |
| **Merchant application** |  |  |  |  |
| Signatures |  |  |  |  |
| Business type |  |  |  |  |
| Description of product and services |  |  |  |  |
| Average ticket size |  |  |  |  |
| Volume information |  |  |  |  |
| Social Security/tax ID |  |  |  |  |
| Trade and bank references |  |  |  |  |
| Current processor |  |  |  |  |
| Time in business |  |  |  |  |
| Proper approval |  |  |  |  |
| **Site verification** |  |  |  |  |
| With photo |  |  |  |  |
| Inspected by |  |  |  |  |
| **Credit bureau report** |  |  |  |  |
| **Evidence of previous**  **merchant activity** |  |  |  |  |
| **Check MATCH** |  |  |  |  |
| **Purchase or lease equipment** |  |  |  |  |
| **Discount Rate** |  |  |  |  |
| **Swiped transactions (%)** |  |  |  |  |