



# New Merchant Funding Submission Application Checklist & Cover Sheet

To get your submission started, please fill in all the required sections below. ALL requirements from PART 1 and PART 2 must be completed in order for your funding approval to be considered.

## General Information

Merchant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Merchant Telephone: \_\_\_\_\_ Merchant Fax: \_\_\_\_\_

Account Executive: \_\_\_\_\_

Sales Telephone: 1 (877) 505-9383

Sales Fax: 1 (800) 694 0761

Date Submitted: \_\_\_\_\_

Notes: \_\_\_\_\_

## PART I – Forms to be Completed

Please read and complete the forms listed in this section IN FULL. All forms must be signed and/or initialed to be considered materials to ensure your application is accepted.

- Merchant Application and Information Sheet – Pages 1 and 2
- Information Disclosure Letter – Page 2 (bottom half)
- Privacy Rider – Page 3

## PART II – Additional Document Requirements

Please provide clear and up-to-date copies of ALL the following materials to ensure your application is accepted. Submitted documents will only be considered valid for 30 days prior to the application submission date (more recent copies will be required after the 30 day period).

### **BUSINESS DOCUMENTS**

- Business Bank Account VOID Cheque
- Business Lease / Mortgage
- Most Recent Business Bank Statement
- Complete Merchant Processing Statements  
(at least last 4 months, 12 months preferred)
- Proof of Business Ownership  
ex: article of incorp., business registration...

### **PERSONAL DOCUMENTS**

- Personal Bank Account VOID Cheque
- Proof of Home Address  
ex: utility bill, phone bill, etc...
- Front and Back Copy of Credit Card
- Front and Back Copy of Government Issued ID  
ex: driver's license or passport

*Should you have further questions, please contact your account executive.*

**CONQUEST FINANCIAL SERVICES – 1 (877) 505-9383**

326 Adelaide St. W, Suite 400,  
Toronto, ON M5V 1R3  
www.conquest-financial.ca