

Auto Approval Guidelines - Level 1 (Retail)

- 90%+ Card Swiped
- Future Service Liability Less Than 30 Days
- Acceptable Type of Business
- Visa/MC Monthly Volume Less Than \$200K/month, \$2.5/year
- Average Ticket Less Than \$300

Level 1 - 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. Kiosks and Flea Market Merchants need to provide a lease agreement for at least 6 months.
- i. 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.
- j. Fully completed and properly signed Schedule of Fees
- k. Fully completed "Cover Sheet" describing the setup instructions.

2. Site Survey - You can provide a site survey and photos. Or, in lieu of conducting a site survey and providing photos, we need you to provide a minimum of ANY ONE of the following items (in order of effectiveness):

- a. Credit Card Processing Statements (if applicable)
- b. Business License/Fictitious DBA Name Filing/Sales Tax License
- c. Utility Bill
- d. Yellow Page Advertisement
- e. Black Book EXACT match - dba Name, Location Address & Business ILocation Phone#

3. **Processing Statements** - If the merchant is currently processing Visa/MC, we need the most recent credit card processing statement.
4. **Financial Information** - We require financial information only when the Level 1 merchant is processing over \$2.5 million annually (\$200K+/month). The following is the order of effectiveness for financial information - (a) being the most effective:
 - a. Business Balance Sheet & Income Statement - most recent fiscal year
 - b. Business Tax Return - most recent fiscal year
 - c. Personal Financial Statement including Statement Of Annual Income
 - d. Personal Tax Return - most recent calendar year
5. **TMS AUTO-APPROVAL** - All Level 1 merchants with less than \$200,000/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.
6. **Funds Availability** - 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