



## ServiceTrade Payments Enrollment Application Checklist

To help ensure your application process is easy to complete in one session, please gather the necessary information below before beginning. With this information at hand, you can complete your application in about **5 minutes**, and begin processing **within the hour**.

- Company Information
  - Business Legal Name
  - Address
  - Business Start Date
  - Tax-identification Number of the business (EIN)
  - Company Type\*
    - Association, Corporation, Financial Institution, LLC, Partnership, Sole-Proprietor, or Tax Exempt
  - Website
- Primary Owner Information
  - Address
  - Phone Number
  - SSN (**ensure you have no credit freezes in place**)
  - Ownership %\*
    - If there are members that own 25% or more of the organization you will need to provide their information via the application
- Banking Information
  - Account Number
  - Routing Number
  - Name on Account
  - Annual Invoice Volume
  - Average Invoice Size (**should not exceed Largest Invoice Size**)
  - Largest Invoice Size (**should not exceed Annual Invoice Volume**)
- Additional information
  - 3 months of previous processing statements