

In order to expedite the Capital for Merchants (CFM) underwriting process, please use the checklist below to verify that all required documentation is sent with the application. Providing these documents to Capital for Merchants up-front will increase the likelihood of 24-hour funding to your merchant.

Please note that additional stipulations may be required but these are exceptions only. (Example: a pay-off letter for a prior merchant cash advance from another company).

Split Advances - Docs required to Apply

- CFM Application
- 3 months bank statements (minimum)
- 3 months processing statements (minimum)

Once a Split Approval is issued, the following docs are required to Fund:

- Receivables Purchase Agreement (RPA) Contract – **Split Option**
- 3-page Split Funding Processing Agreement (either Global or First Data-Stratus)
- NAB MID with 2 successful batches
- Multi MID agreement (only applicable if Merchant has more than 1 MID)
- Cancellation Agreement (only applicable for non-NAB MIDs moving to NAB processing)

Once an Approval is issued, the following docs are required to Fund for ALL advances:

- Copy of Merchant(s) personal ID with photo: (driver's license, state ID, or passport)
- Copy of merchant's current business license or operators license, etc.
- Anti-Stacking Addendum
Does the merchant own or lease the physical business address/property?
- LEASE or RENT:** Contact information for the landlord (name and phone number) or 3 months canceled rent checks
- OWN w/MORTGAGE:** Current tax statement showing no past due balance or current mortgage statement
- OWN FREE & CLEAR:** Current tax statement showing no past due balance

ACH Advances - Docs required to Apply

- CFM Application
- 3 months bank statements (advances < \$75K)
- 6 months bank statements (advances > \$75K)

Once an ACH Approval is issued, the following docs are required to Fund:

- Receivables Purchase Agreement Contract - Either **Variable ACH** or **Fixed ACH Option** depending on state

Once a Lockbox Approval is issued, the following docs are required to Fund:

- Receivables Purchase Agreement Contract - **Lockbox**
- Pay Smith Merchant Account Agreement
- Lockbox Addendum

PLEASE NOTE: A site survey is required for funding on all advances over \$30,000. After the signed RPA is returned, CFM will order the site survey which typically takes 24-48 hours to receive the completed results.