

Business Onboarding Form

Please complete all sections and attach the required documents to ensure timely processing.

Company Information

Legal Business Name	Date of Incorporation (MM-YYYY)		
DBA (Doing Business As) name	Website	Email Address	
Business Address	City	Province	Postal Code
Mailing Address <small>(If Different than Business Address)</small>	City	Province	Postal Code
Business Phone Number	Primary Contact Name		

Ownership Information

Owner's Name (Last, First)	Date of Birth (MM-DD-YYYY)		
Email Address (Personal)	Ownership Percentage (%)		
Home Address			
City	Province	Postal Code	Phone Number

Documents Required Upon Submission

- One valid government-issued photo ID (e.g. Driver's License or Passport - health cards are not accepted)
- A void cheque or a bank-issued direct deposit form
- Proof of Incorporation (Articles of Incorporation, Certificate of Incorporation or Corporate Profile Report)

Business Operations & Sales Information

Please provide a brief summary of your core service and/or product:

How many terminal(s) are required?

What is your approximate anticipated annual volume for all card sales? (Please include totals for Credit Cards, Debit, and Interac transactions separately if possible.)

What is your average ticket size? (The average amount each customer will pay per transaction)

What is your highest ticket size? (If applicable, please indicate what percentage of total sales are high ticket transactions)

What percentage of transactions are keyed (card not present) vs. card present?

Does your customer pay in advance for products/services (Future Delivery)? If so, what percent of sales are Future Delivery?

What is the average number of days for delivery of product or fulfillment of service from date of payment?

What percentage of products/services are delivered/fulfilled within the following time frames from payment?
(0-7 days __%, 8-14 days __%, 15-30 days __%, 30+ days __%)

Do you have a refund policy for credit card sales? If yes, what is it?

If you do have a refund policy, within how many days of the original purchase date do you submit refunds for credit card transactions? (0-3 days __%, 4-7 days __%, 8-14 days __%, over 14 days __%)