



Checklist

For 24 hour approval time, make sure you have the following:

- Driver's License (Signature and Name MUST be clear) – Scan or Take Picture on Phone
- Voided Check w pre-printed Business name or Bank Letter (no starter checks)
- What Type of Machine or Software is Used

Make _____ Model _____

○ **Complete Application with all Signatures and Initials**

- Signed MDS Merchant Set up / Order Form
- Page 1, 2, 3 and 4 – Initials Lower Right Hand Corner next to
- Page 2 – ONE (1) Signature next to
- Page 3 – ONE (1) Signature next to
- Page 4 – TWO (2) Signatures next to
- Confirmation Page – One (1) Signature next to

○ **Especially important:**

- SS# _____
- TAX ID# _____
- AMEX ACCT# _____
- **Home Phone # and Business Phone # Must** be different
- **Email Address** on application for PCI Compliance
- **Site Survey** Filled out on Page 2
- **Card Not Present Questionnaire** filled out for Card Not Present Merchants

**Return this checklist and application to Email Address
Brandon@MeridianStarMS.com or Fax to 1-877-335-7234**

Attach a Voided Check Here