



CREDIT ANALYSIS CHECKLIST ACH VERSION

INFORMATION REQUIRED:

- Completed ACH Application
- 3 Years Corporate Tax Returns (including all schedules)
- Tax Return Extension (if current year is unavailable)
- 3 Years Corporate Financial Statements
- Interim Financial Statement dated within the last 90 days
- 2 Years Personal Tax Returns (including all schedules) for all guarantors
- K-1's for all entities listed on Schedule E of the personal tax returns
- Personal Tax Return Extension (if current year is unavailable) for all guarantors
- Personal Financial Statement dated within the 12 months for all guarantors
- Web site address
- Proof of Insurance – Employee Dishonest Bond and E&O Bond.

<input type="checkbox"/>		Copy of Drivers License of all signers that would be on the account
<input type="checkbox"/>		Last 2 months bank statements

Any new customer prospect will not be approved, if they fall within the following industries:

- Adult entertainment
- Gambling
- Get rich quick membership fees
- Telemarketing (Inbound or Outbound)
- Internet sales if it is unclear what is being sold

In addition, the following prospective clients will not be approved:

- International company (Canada included)
- Company or principals that have filed bankruptcy within the last 7 years.
- New processors that are not well capitalized*.
- Any direct customer given a HIGH risk rating by credit*
- Any indication that customer/third party processor is new to ACH, inexperienced and doesn't understand ACH risk.
- Third party processors processing for another large processor.

* - Exceptions may be granted if the principals will sign personal guarantees and reserves are maintained for at least the initial exposure limit in a separate account.

Customer relationships will be discontinued for the following reasons:

- Customer is habitually overdrawn. (Three times within a 60 day period)

- Customer begins processing for a client that Bank has not approved.
- Bank receives calls from consumers claiming “fraud.”
- Bank continually has to shut down third party processors customers.

Return ratios exceed prescribed tolerance levels with no logical explanation