



ACH PROCESSOR APPLICATION CHECKLIST

Please **mail signed originals and supporting documents** to
205 W. 5th Avenue, Suite 101, Escondido, CA 92025

Company Name _____

Contact Name _____ Phone _____

Date: _____ AME Customer # (if applicable): _____

To open Direct Deposit and Tax Payment account provide the following:

ACH Application (signed original)

Voided Check (for business account)

Driver's License (owners/managers/partners)

Business Registration (articles of incorporation, business license.)

Business Bank Account Statements (2 recent month)

Business Tax Return (most recent year)

Tax ID Verification * (CP 575 letter from IRS assigning EIN or IRS preprinted forms w/EIN)

* Not required if tax return is signed by a 3rd party preparer.

ACH Processor Agreement * (signed original)

*ACH Processor Agreement will be emailed to you once your application is approved.

For each client please provide the following:

Company Application and Authorization (signed original)

Voided Check (original)

Verification of Tax ID (CP 575 letter from IRS assigning EIN or IRS preprinted forms w/EIN)