



# ACH PROCESSOR APPLICATION CHECKLIST

Please mail signed originals and supporting documents to  
12463 Rancho Bernardo Rd. #206, San Diego, CA 92128

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Date: \_\_\_\_\_ AME Customer # (if applicable): \_\_\_\_\_

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

ACH Processor 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 months)

Business Tax Return (most recent year)

EIN/Tax ID Verification (IRS communication w/ EIN, i.e. CP575 letter assigning EIN)

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)