



# New Client Information Form

**Processors:** *Please submit contract 24-48 hours prior to sending any transactions to allow time for set up.* Set ups are completed during normal business hours 8am-5pm CST Monday-Friday. Contracts are not entered on non-processing holidays.

Processor \_\_\_\_\_ PIN \_\_\_\_\_

**CLIENT/COMPANY INFORMATION – \*ALL information below is REQUIRED\***

Legal Name \_\_\_\_\_

DBA name \_\_\_\_\_

Ownership (Full names of all company owners/officers/members are required)  
\_\_\_\_\_  
\_\_\_\_\_

Tax Identification Number\* \_\_\_\_\_ Years in Business \_\_\_\_\_

*\*Federal Tax ID # verification is required. Acceptable verification options include: any official document from a trusted third party listing company name along with tax ID (i.e. any IRS Form letter including SS-4 or 147-C, tax return signed by entity & preparer, printout from EFTPS showing full tax ID, etc)*

Client's Main Contact \_\_\_\_\_ Company Phone # \_\_\_\_\_

Client's Email Address \_\_\_\_\_

Address \_\_\_\_\_  
*(Physical/street address only; PO Boxes not accepted)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nature of the Business \_\_\_\_\_  
*(i.e., What type of products/services does the company provide to its customers? Please be as specific as possible.)*

Is the client engaged in any marijuana-related activity? \_\_\_Y\_\_\_N

Is the client sending or receiving funds from outside the United States? \_\_\_Y\_\_\_N

**Bank Information** *(Must be a Corporate Account)*

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

**Direct Deposit Processing Window** *(not applicable for billing, tax or vendor payments)*

\_\_\_\_\_ 3 Day Processing Window (24 hour) \_\_\_\_\_ 5 Day Processing Window (72 hour)

\_\_\_\_\_ 4 Day Processing Window (48 hour) \_\_\_\_\_ Wire \_\_\_\_\_ Wire Drawdown

Seasonal: \_\_\_\_\_ *(you must select a processing window above)*

**Type of Transactions to be submitted and frequency of these transactions:**

- Payroll Direct Deposit \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi weekly \_\_\_\_\_ Semi monthly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Periodically
- Billing (fees) \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi weekly \_\_\_\_\_ Semi monthly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Periodically
- Tax Impound \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi weekly \_\_\_\_\_ Semi monthly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Periodically
- Tax Payment \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi weekly \_\_\_\_\_ Semi monthly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Periodically
- Vendor Payment \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi weekly \_\_\_\_\_ Semi monthly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Periodically
- Net Pay Impound \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi weekly \_\_\_\_\_ Semi monthly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Periodically