



Agent Agreement Package Checklist

Please use the following checklist to complete all of your paperwork. An authorized representative (**majority owner**) of the agent office must **sign, initial and date** the Agreement.

Please print legibly. Missing or illegible information will delay the registration process. The following items must match: the legal entity on the BCMS Sales Exclusive Agreement, Compensation Amendment, Direct Deposit Authorization, and W-9 (please provide corresponding Tax ID for legal entity). For more information regarding legal entities, please see page two of this checklist "Definitions: Legal Entity".

AGENT AGREEMENT

1. Page 1 - Paragraph one

- Enter your **legal business name** (not your "doing business as" (DBA) name). If pre-printed, please review for accuracy.
- Enter the **state** in which the agent business name is registered. For a Corporation or LLC, enter the state where the business is incorporated or registered.
- Circle one type of business entity only** (see Definitions on page 2).
- Enter your **DBA name**. (Your DBA must begin with "BCMS Independent agent plus assigned BCMS Agent Number or a geographic descriptor (city, state, region or natural land formation). The Compliance Department or Regional Business Director must approve your geographic descriptor prior to submitting your paperwork. If pre-printed, please review for accuracy. Questions? Contact Agent Administration.

2. Page 1 - Paragraph five

- Enter the physical address of the agent office. If pre-printed, please review for accuracy.

3. Page 19 - Signature Page

- Sign **signature page** (Please include all partner signatures, if applicable)
- Print name on signature page (Please include all partner names, if applicable)
- Enter Address
- Date signature page

4. Exhibit A.

Exhibit A is Agent portfolio and compensation schedule

OTHER DOCUMENTS

5. ACH Authorization Agreement Form**

- Enter your **legal business name** (not your "doing business as" (DBA) name). If pre-printed, please review for accuracy.
- Complete, Sign and Date.
- Attach Voided Check. Checking account must be in the legal name of the business (Not your DBA name). If you don't have your permanent checks yet, we will need a letter from your bank on their letterhead verifying the business name on the account and your ABA/DDA numbers.

****If ACH Authorization information is incomplete or not received, agent will be setup to receive payment via check until required information is received.**

6. Agent Registration Application Form

- Agent Name Field – All corporate communication will be directed to this individual.
- Complete, Sign and Date.

7. IRS W-9 Form

- Enter your **legal business name** (not your “doing business as” (DBA) name). If pre-printed, please review for accuracy
- Complete, Sign and Date.

8. Corporations, Limited Liability Companies and Partnerships

- Please provide a copy of your supporting documentation (*i.e.*, Articles of Incorporation, Articles of Organization, Certificate of Formation, Statement of Partnership, etc.).

Definitions: Legal Entities

Sole proprietorship – A sole proprietorship is one person carrying on business, either under his or her own name or under a fictitious business name (dba). The legal name of the business is the name of the owner. If more than one person has an ownership interest in the business, e.g., a husband and wife, the business is no longer a sole proprietorship. Instead, it is a partnership.

Partnership – A partnership is a combination of two or more people carrying on business. The legal name of the partnership is whatever the partners have decided. For example it may be the Smith & Jones Partnership. The legal name may not contain the word “Banc Certified Merchant Services, or BCMS” or any variation of it. In our example, the Smith & Jones Partnership is doing business under the fictitious name “BCMS Georgia or BCMS Independent Sales Georgia.”

Limited Liability Company (LLC) – A limited liability company may be either a limited liability corporation or limited liability partnership. For our purposes it doesn’t matter. The legal name of the LLC is whatever name was used in registering the LLC with the state in which it was chartered. That name may not contain the word “BCMS or Banc Certified Merchant Services Independent Sales” or any variation of it. LLC’s may operate under a fictitious name, for example the Doin’ Just Fine, LLC dba BCMS Independent Sales Los Angeles. The “owners” of an LLC are called “members.” An LLC may have one or more members. Even if it only has one member, it is still a separate legal entity. It is not a sole proprietorship.

Corporation – Corporations are separate legal entities, incorporated (chartered) in one particular state. The name of a corporation may not contain the word “BCMS or Banc Certified Independent Sales” or any variation of it. A corporation may conduct business under a fictitious name, for example ABC, Inc., dba BCMS Independent Sales Cleveland. A corporation may have one or more owners, known as shareholders. Even if a corporation only has one shareholder, it is still a separate legal entity. It is not a sole proprietorship.