



# Merchant Change of Ownership Checklist

## Merchant Information To be completed by Merchant Service Department

Merchant Name:	Merchant Number:
Previous Owner:	
New Owner:	
How was change in ownership brought to Card One's attention:	<input type="checkbox"/> New Owner <input type="checkbox"/> Previous Owner
Date that change in ownership occurred:      /      /	
Merchant Application & Merchant Agreement was sent to new merchant:      /      /	
<input type="checkbox"/> Merchant Application received	
<input type="checkbox"/> Closure Letter (previous owner)	

## To be completed by New Accounts Department

Date the change of ownership was approved:      /      /      By Whom? \_\_\_\_\_

Comments: \_\_\_\_\_

### Legal Requirements

#### Sole Proprietorship Verification

Supporting Documents Provided:     Fictitious Name Statement     Business License       Other

Comments: \_\_\_\_\_

#### Partnership Verification

Type of Partnership:     General     Limited       Adding / Deleting Partner

Supporting Documents Provided:     Fictitious Name Statement       Partnership Agreement     Other

Comments: \_\_\_\_\_

#### Corporation Verification

Type of Corporation:     Profit       Non-Profit       Adding / Deleting Shareholder

Supporting Documents Provided:     Articles of Incorporation       Board Minutes       Other

Comments: \_\_\_\_\_

#### LLC Verification

Adding / Deleting Shareholder

Supporting Documents Provided:     Articles of Organization       Operating Agreement     Other

Comments: \_\_\_\_\_

### Bank Requirements

Voided Check       Pictures

### Products & Services Requirements

Ad Material (Brochure, Flyer, Advertisement, etc.)

### Additional Requirements

MOTO Addendum       Request for Seasonal Status       Merchant Guarantee

Merchant Deposit       Merchant Rolling Reserve