

Merchant Cash Advance

Document Checklist

- **Complete Application Form**
- You or the prospect to fill out the application form in as much detail as possible.
- **The Fact Find Sheet** *will complement the application and any additional information gathered on the FF call should go on here. Any information can be useful, including clients' personal info, holidays, trips planned, children's birthdays, etc. The detail is what will help you build a great relationship, include this in the fact find sheet, and then when you follow up, you can mention these details and it shows you care.*
- **Last 12 Months Merchant Statements:** *These can be PDF downloads or Scans - they must be legible and as recent as possible.*
- **Bank Statements:** *we need the most recent 6 months up until the last full week that passed. Download guides can be found in your Google Drive (same for brokers). They should look genuine, i.e. Bank Logo at the top, business name, address, sort code, account number and be PDF downloads, not scans. They should also be legible.*
- **Photo ID:** *Driving Licence or Passport*
- **Accounts:** *These should be FULL accounts or UNABRIDGED accounts - we can't accept downloads from companies' house, abbreviated or abridged versions, the accounts should have full financial information including turnover and profit. These should be PDF versions or SCANS, but be clear and legible with no missing info, corners, tops, bottoms, etc.*