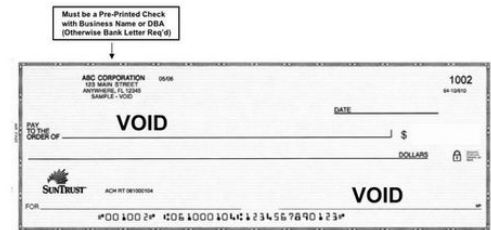


What This Guide Covers

Thanks for applying with TacticalPay. Before your account can be submitted for underwriting and approval, we need to verify some documents about your business, your bank, and (if applicable) your firearms license and inventory. Most applicants upload everything during the online application — if you did, you're all set. If anything is still outstanding, the items below tell you what we need and how to send it.

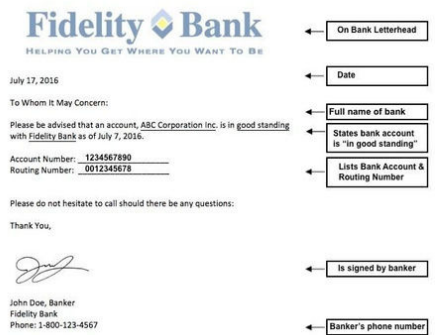
Item 1 — Voided Business Check

Submit a pre-printed, voided business check that shows your **business name** and matches the bank account where you want credit card payments deposited. Temporary or starter checks are not accepted.



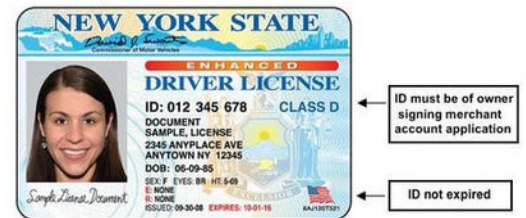
Item 1 (Alternative) — Bank Letter

Only needed if your business checks don't list your company name — or if you don't have business checks at all. We'll accept a letter on your bank's letterhead that includes your **account number, routing number, and the name on the account**, signed by your banker.



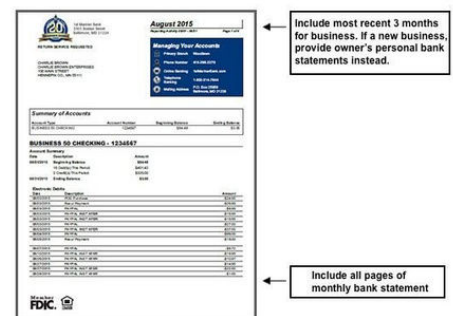
Item 2 — Owner's ID

Most applicants complete this step through **Persona** — the identity-verification flow built into the TacticalPay online application. If you didn't finish Persona during the application, you can manually upload a copy of a **Driver's License, Passport, or other government-issued photo ID**. The ID must be **unexpired** and must belong to the **owner** who signed the merchant application.



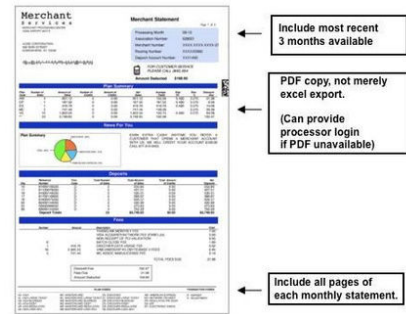
Item 3 — Monthly Bank Statements

A copy of your **three most recent** business bank statements (all pages). If your business is new and doesn't yet have business banking history, the owner's recent personal bank statements are accepted in their place.



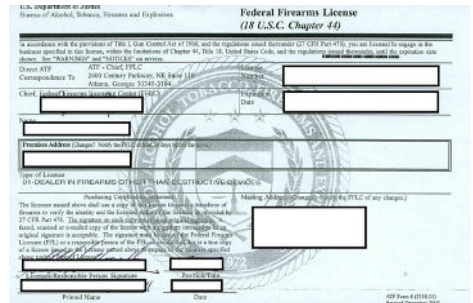
Item 4 — Monthly Credit Card Processing Statements

A copy of your **three most recent** credit card processing statements (all pages, PDF preferred — not Excel exports). If your business hasn't accepted credit cards before, skip this item. If your current processor doesn't offer downloadable statements, screenshots of the same pages will work, or call our sales team and we can help.



Item 5 — Federal Firearms License (FFL)

Required if your business sells **firearms**. If your business sells only **accessories or ammunition**, skip this item. If you're waiting on FFL approval, you can apply now for an **accessories & ammunition-only account** and add the FFL once approved — we'll add it to your file. The FFL must be **unexpired** and in the name of the **business owner** (typically the same person who signed the merchant account application).



Item 6 — Inventory Photos

Provide a **minimum of three photos** of your **actual inventory** — the products you're selling, on your shelves, in your display cases, or in your storage area. Stock images, manufacturer product photos, or generic catalog shots will not be accepted. Cell-phone photos are fine as long as the products are clearly visible.



How to Submit

You have three ways to get documents to us — pick whichever is easiest:

- **Upload during the application.** The TacticalPay online application has an upload step for each required document.
- **Use the Dropbox link.** After you submit your application, we'll send you a secure Dropbox link where you can drop the remaining files.
- **Email them to us.** Send to Sales@TacticalPay.com and include your **business name** in the subject line so we can route the documents to the right application.

Questions while you're gathering documents? Call us at **888.281.5830**.

Disclaimer: This guide is provided for operational reference only. Underwriting requirements can vary by business type, processing volume, and jurisdiction; additional documents may be requested during review. Confirm specific situations with your TacticalPay Sales representative before submitting.