

Documentation Requirements

Last Modified on 08/03/2022 4:37 pm PDT

The documentation requirements for an Online Application (OLA) depend on the applicant's vertical and various fields within the OLA. You can upload documentation to an application when the application status is either *Incomplete* or *Documentation*. The key fields that determine the documentation required are:

1. Business Entity Type
2. Business Start Date
3. Have you processed credit cards before?

The table below provides, in general, how the OLA fields drive the requested documentation.

	New Application Defaults	Non- Profit	Business Start Date less than 1 month	Business Start Date Less than three months	Business Start Date Less than a Year	No Card Processing History
Individual Identity	Always	Always	Always	Always	Always	Always
Deposit Account Verification	Always	Always	Always	Always	Always	Always
Business History	Yes	Yes	3 months of personal statements	3 months of personal statements	3 months of personal statements	Yes
Card Processing History	Yes	Yes	No (as processing less than 3 months)	No (as processing less than 3 months)	Yes	No
Business Identity	Always	Always	Always	Always	Always	Always
Financial Information	Yes	Yes	No	Yes	Yes	Yes (If less than a year personal tax return)
Tax Exempt	No	Yes	No	No	No	No
Owner Background	Yes	No	Yes	Yes	Yes	Yes