

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH ALL NEW SUBMISSIONS

*******SEND EACH ITEM AS A SEPARATE PDF IN ONE ZIP FILE*******

COMPLETED MERCHANT APPLICATION

Signed agreements between ICS/GLPS/FDF and the applicant.

VOIDED BUSINESS ACCOUNT CHECK WITH DBA OR LEGAL ENTITY NAME

Bank letter accepted with DBA or Legal entity name, must include account and routing number

(IF EXISTING BUSINESS) 3 MONTHS OF COMPANY BANK STATEMENTS *or*

(IF NEW BUSINESS) 3 MONTHS PERSONAL BANK STATEMENTS

3 MONTHS PROCESSING STATEMENTS FOR ALL ACCOUNTS IF CURRENTLY PROCESSING *or* PROCESSED RECENTLY

Standard merchant statement accepted, also Square/Stripe Excel/CSV file accepted.

DRIVER LICENSE FOR ALL OWNERS / PRINCIPAL SIGNERS

Any owner with 10% of more ownership needs to be listed on application. ID provided for beneficial owners.

ARTICLES OF INCORPORATION / LLC

Articles of Formation, Organization, or Incorporation

EIN LETTER FROM IRS

STATE ISSUED BUSINESS LICENSE OR TAX PERMIT

CURRENT UTILITY BILL WITH BUSINESS ADDRESS

Any utility bill or lease agreement.

PROOF OF DOMAIN OWNERSHIP

Screenshot of your registration profile is sufficient or copy of Whois information if no URL privacy is on.

URL / WEBSITE MUST HAVE FOLLOWING LISTED:

Please make sure to provide links on here or comments on application if not clearly visible on website.

PRIVACY POLICY LINK:

REFUND POLICY LINK:

TERMS & CONDITIONS LINK:

WEBSITE MUST BE COMPLETE AND PUBLISHED

DISCLAIMER FOR "NO THC" OR "xx.xx% OF THC CONTENT OR LESS"

QUESTIONABLE HEALTH CLAIMS

No health claims can be made regardless of the disclaimer posted.

EXPORT OF ALL PRODUCTS SOLD ON THE WEBSITE

Excel/CSV format is acceptable

COA (CERTIFICATE OF ANALYSIS) FOR EVERY PRODUCT SOLD ONLINE. ALSO KNOWN AS LAB RESULT/TEST

All COAs provided must match the end product in its final state that is being sold on the website; not just the CBD isolate used to make the products.

Testing needs to be completed by approved and accredited third-party laboratory.

COAs must show a full contaminant test was conducted, including Heavy Metals, Microbials, Pesticides, and Solvents (if applicable) for all products meant for human use. Not just THC levels.

Even if your State does not require you to have a full spectrum test, if you are selling online to other states that do require it a correct test needs to be provided to meet the compliance as we default to the highest degree of standards.