

**To ensure your account is set up quickly, please provide the following supporting documents when returning your application (scanned copies are acceptable).**

- A copy of a photographic form of identification for the signing authority (Director/Partner/Owner) i.e. Passport / Driving Licence / National ID Card.
- A copy of a recent (less than 60 days old) utility bill (Gas/Electricity/Water) or bank statement to confirm the home address of the signing authority (Director/Partner/Owner).
- A "voided" cheque or Business Bank Statement to confirm business bank account (Must be in the same legal Entity name)
- Once your application has been approved we'll email you a Direct Debit Mandate that you must sign and return**

**For non-UK registered companies:**

- Copies of Articles of association & Certification of Incorporation/Extracts of the Chamber of Commerce/K-BIS etc.
- Once your application has been approved we'll email you a Wire Instruction form that you must sign and return**

**When you apply for a Merchant Account with Paysafe your website is reviewed against the checklist below. To avoid delays in payments to you, please ensure that you comply with each of the requirements:**

- You must clearly display your company's details for your shoppers. These details should include:
  - your company's legal name
  - your company's place of registration
  - your company's registered office address (inc. main country of domicile)
  - your company's registered number
  - a contact telephone number or email address
- You must display your terms and conditions of sale
- You must display your company policy covering refunds, returns and cancellations and a 'Click to accept' button, or other acknowledgement, evidencing that the Cardholder has accepted the return/refund policy on your check out page
- You must display details of your shipping policy (including delivery methods and timing)
- You must display your Consumer Data Privacy Policy
- You must display an accurate description and pricing (including currency) for all goods and services which are available to purchase on your website
- Your website must display the logos of the payment methods that can be accepted through your Paysafe account.

