



Ustransact
 915 Middle River Drive | Suite 511
 Ft. Lauderdale, FL 33304
 Tel: 877.UST.2205

UNDERWRITING GUIDELINES

Level 1

Retail Storefront – Guaranteed Approval. A commercial store engaged in sales of tangible goods to the general public with an average ticket of \$500 or less, and with an annual volume not exceeding \$1mm. There should be signage identifying the business. Level 1 merchants represent over 240 SIC codes are considered automatically approved, regardless of credit. The only thing that would decline a Level 1 Merchant would be if the merchant appears on TMF (Terminated Merchant File) or has a bankruptcy.

Level 2

Low Risk Level 2 – Represents those merchants who process transactions with an average ticket not necessarily over \$500, accepts the majority of their transactions via the telephone, mail or internet, or any merchant not represented in Level 1 category. Majority of their transactions are keyed/swiped. Any Merchants not listed as Level 1 will be considered a Level 2 Merchant.

Home-Based Business (non-MO/TO/IO) – Represents any business operated out of the owner or manager’s residence. Transactions are conducted face-to-face at the merchant’s residence, customer’s location, or trade shows. The business may be engaged either in the sale of tangible goods or services. Normal transactions are keyed, unless wireless point-of-sale device terminals are used.

Mail/Telephone Order – Represents a business, which sells tangible goods to customers not present at the point of sale via catalog, mail or telephone. The goods ordered are then shipped to the customer. Use of Address Verification Service required. Order fulfillment time and refund policy must be stated within the merchant credit policy or return conditions.

Internet Merchants – Represents a business whose main focus is providing acceptable products or services over the worldwide web. The website must be functional and viewable, with acceptable products or services, and order fulfillment time and refund policy must be listed within the website.

Level	Type of Business	Volume	Ticket Size	Business Support Documentation
1	Retail Storefront (with tangible product)	< \$100,000	< \$500	1 supporting document
		> \$100,000	> \$500	Same as above with financial documentation (may also require a reserve), Last 3 processing statements
2	High – Risk Retail, Mail Order, Telephone Order	< \$30,000	< \$500	Photos if required, 3 months bank statements if applicable. If keyed with sale > 500, must get card imprint. Additional info may also be required.
		\$30,000 - \$50,000	\$501 - \$749	(same as above)
		> \$50,000	> \$750	(same as above)
2	Internet Merchants	< \$7,500	< \$250	Fully active Web Address. Additional info may also be required.
		\$7,500 - \$30,000	\$250 - \$749	Fully active Web Address. Additional info may also be required.
		\$30,000 - \$75,000	> \$751	Fully active Web Address. Additional info may also be required.
		> \$75,000	> \$750	Same as above with financial documentation, plus (if currently processing): three most recent statements (may also require a reserve)



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Support Documents Include the Following:	Financial Documentation Includes the Following:
Business license, partnership agreement or articles of incorporation	Corporate Tax Returns
Marketing Materials: <ul style="list-style-type: none"> Catalogue of product or service sold Web page address 	Principal owner's current tax return
	Business Certificate required for all businesses other than sole proprietor
	For corporations financials statements including profit and loss
	Approval condition letter if applicable.
	Price List
	Rental agreement if applicable
	Non-profit certificate if applicable

To avoid having applications pending, make sure:

- Information is legible.
- Federal Tax ID number is supplied for Partnerships, Corporations, LLC's or Non-Profits.
- Type of merchandise/service sold is specific.
- Trade Reference (at least one) is complete.
- Site Survey is complete & signed.
- Equipment is listed.
- Signatures are provided in Merchant Acceptance and Personal Guarantee sections.
- For all applicants, except sole proprietors, the DDA must be in the name of the business or corporation. Web page address is provided for Internet Merchants.
- Support documentation is complete and accompanies the application.
- Previous processing statements supporting volume and average ticket.

UNACCEPTABLE METHOD OF SALES & TYPE OF BUSINESS/SERVICE		
Adult Content Websites	Dating Escort Services	Non-Tangible Products
Advanced Sales	Diet Programs	Online Auctions
Airlines	Door-to-Door Sales	Online Pharmacies
Aggregator/Internet Mail	Donations	Prepaid Phone Cards/Airline
Annual Membership Clubs	Drug Paraphernalia	Scholarship Programs
Asset Protection	Employment Agencies	Sports Memorabilia –MO/IO
Audiotext	Financial Aid Services	Telemarketing-Inbound/Outbound
Benefit Packages	Future Service/Product	Time Share
Breast Enhancement Drugs	Gaming	Ticket Agencies (more than 30 days in advance)
Business Opportunity	Gentleman's Club Services	Travel Agencies
Buyer Clubs/Financial Aid	Growth Hormones	Travel Clubs/Tours/Guides
Casino Chips/Lottery/Quasi-Cash	Homeopathic Remedies/Drugs	Venture Capital
Check Cashing Services	Massage Parlors of Sexual Orientation	Video Text
Collections Agencies	Mailing Services Online	Vacation Packages
Coupon Books	MOTO/Internet Tobacco, Firearms & Alcohol	Bail Bonds and Bail and Bond Payments
Credit Protection/Consolidation	Multi-Level Marketing	