



## Epic Integrated Payment Processing – Payment Navigator

### Documents Included:

1. Payment Navigator Services – Company Application
2. American Express Merchant Designation Form
3. Add Ownership Form

### Instructions:

- Sign, scan and return Payment Navigator-Company Application
  - Fill in all missing information. Principal information is to comply with federal anti-money laundering (AML) and combating the financing of terrorism (CFT) regulations. Be sure to enter the Social Security Number (or other) **and** information from a valid ID for the person who signs the agreement. Additionally, this information is needed for anyone who owns 25% or more of the business. If this is applicable, use the Add Ownership Form to provide the information on those owners.
  - Page 3: enter full legal name of business and Tax ID. One signature in section 3
  - Attachment A (pages 7 and 8) are N/A and can be removed
- Sign, scan and return American Express merchant Designation form
- Return a copy of the business W-9 form. Tax ID should match what was entered on Page 3 of the Payment Navigator Services-Company Application
- Return one of the following Business Validation Documents
  - Government issued business license
  - Certified Articles of Incorporation
  - Form 990, Return of Organization Exempt from Income Tax
  - Deed of Trust Agreement
  - Signed Operating Agreement
  - Signed Letter of Testamentary
  - Signed Letter of Executorship
  - Signed Articles of Association
  - Signed Partnership or Limited Partnership Agreement
  - Signed Limited Liability Corp Agreement