

HOW TO BECOME A VENDOR WITH ABC

1. **Vendor Agreement:** This is to be filled out by the Vendor, this MUST be notarized. We need this agreement before we do any funding.
2. **Authorization for ACH Payments:** You will only fill out this form if you want your funding ACH'd to your bank account. We will need this form filled out mailed to us with the Vendor Agreement along with a voided check.
3. **Copy of your Drivers License/ Social Security Card/ Void Check**

HOW TO PROCESS MERCHANT PAPERWORK

1. **Lease Application:** We need the lease application in order for you to receive a grade. All sections of the lease application must be completely filled out. We also need the terms of the lease & equipment type in order for you to receive a grade. You can either fax or mail the lease application.
2. **Approved Lease:** *Only if the application has been approved*, than you may proceed with completing the following paper work: Non-Cancelable Equipment Lease Agreement & Equipment Details Form. **PLEASE NOTE: THE BACK OF THE “NON-CANCELABLE EQUIPMENT LEASE” AGREEMENT MUST BE SIGNED BY THE VENDOR. IT WILL NOT CARBON COPY TO THE WHITE PAGE, SO PLEASE SIGN THE BACK OF THE WHITE PAGE. THE YELLOW SHEET IS THE COPY FOR THE MERCHANT.**
3. **Lease Grade:** ABC's processing department will grade your lease and fax you back a response if your lease has been approved or declined and the grade it received. Leases which are graded, "A" 1st and last optional, leases that are graded "B" "C" & "D" vendors are required to collect 1st & last months payments.
4. **Non-Cancelable Equipment Lease Agreement:** The merchant/Guarantor must sign this agreement and the original must be sent to us. We will not be able to fund until we receive the original form and it is filled out correctly. The back also provides a vendor's bill of sale, which must be signed by the vendor. The lease number will be provided by ABC Leasing Inc.

Documents Required For Funding:

1. Non-Cancelable Equipment Lease { Original, White Copy }
2. Equipment Details Form
3. Clear Copy of Drivers License or Cancelled Check {For signature verification }
4. Copy of Void Check {For Merchant ACH Purpose }

Please contact us for any further questions in reference to the requirements of each form.