



## Business Verification Check List

Please FAX or Email the documents listed below to:  
FAX: 800-697-9997  
Email: Support@VcheckSupport.Com

**NOTE:** If you are an **Insurance Agent, Agency or Broker**, all you need to provide is a current copy of your State issued Insurance License. All other businesses must provide all of the below:

**Business Verification Document:** Your Articles of Incorporation. If you are accepting donations by Vcheck, we also need to see your 501c or other Non-Profit status.

**Or**, a State Sales tax license. (Your Federal EIN is NOT acceptable)

**Or**, a State Tradename or DBA certificate. If available, we will also accept a copy of the business listing from your state's Secretary of State or BAR association website that confirms the status and registered agent of your business.

**Bank Statement or Letter:** We need a copy of either your company's last month's bank statement or a letter from your bank on their letterhead indicating you have a business or DBA account in good standing. You may redact your account number down to the last 4 digits if desired.

**Photo ID:** We need a copy of a current government issued photo ID of the company owner, company officer or registered agent. This may be a Driver's License, State ID, Passport or Military ID. Please indicate the position held if the ID does not match the names on the Business Verification Document you provide.

**Owner or Principal Signature on Terms of Service:** Go to this page to submit signature agreeing to our Terms of Service:

<https://vchecksolutions.com/agreement/index.html>.

### Your Privacy and Data Security

**NONE** of the data or paperwork you provide is kept online. Your data is **NEVER** sold, rented or distributed. It is used to perform our business background checks and kept on file per regulatory and law enforcement requirements.

Your Vcheck account will not be setup until we receive both your order (online or FAX) and the documents required above.

