COMPAYTENCE

Document checklist

Eight documents, one pass.

Gather all eight before you start, so you are not hunting for paperwork mid-application.

Mandatory documents

All eight, before you start

- [ ] **Identity document** (ID or passport)
- [ ] **Business registration** (Articles of Incorporation or LLC)
- [ ] **Proof of address** (Utility bill or bank statement, last 90 days)
- [ ] **Bank statements** (Your operating account, last 3 months)
- [ ] **Processing history** (Previous processor statements)
- [ ] **Tax certificate** (Your EIN letter, the IRS CP-575 or 147C)
- [ ] **Fulfillment contract** (Your warehouse or 3PL agreement)
- [ ] **Certificate of purity** (Your COA from your supplier or lab)

Details you'll enter

Alongside the documents

Business information

Company
Exactly as it reads on your Articles, and the entity your bank account belongs to.

Website
Your checkout domain, plus your storefront URL so both are on the file.

Email
A business email you actually monitor. Approvals land here.

Processing details

Processing volume
Your real projected monthly volume. It needs to line up with your bank statements.

Bank details
The payout account, tied to the legal entity above.

Then verify your identity

about 3 min

Straight after you submit you'll receive a verification link. Open it, photograph the ID you uploaded, complete the quick face check. Confirmation is immediate.

Accuracy above all. Fill every field exactly as instructed the first time and re-read it against your documents before you submit. A rejection costs 48 hours to reopen.