DATA FACTS
Information You Trust

New Customer Setup Checklist

1. Membership Application with References – filled out and signed
2. Agreement for Service - filled out and signed
3. Access Security Agreement – signed
4. Exhibit A – filled out
5. Copy of Business License or a comparable document
6. Physical Inspection – will be performed either by Data Facts personnel or an outside agency. (If the User operates from multiple locations or adds subsequent locations, a letter on company letterhead must be provided listing all subsequent locations.)
7. * Business Credit Report will be pulled.
8. Set up Fee

*Note: A credit report on the principle of the business is required if the principle is:

a) The owner of a sole proprietorship, or
b) A partner in a partnership, or
c) An officer in a corporation if the corporation has been in business less than one year, or
d) A business credit report is not available. A personal guaranty signed will also be needed in this case.

These items may be faxed directly to our corporate office at 901-685-7351. You may be contacted to verify that all documents have been received and the new account set up is in process.