



CORPORATION / PARTNERSHIP COMMERCIAL CHECK CASHING APPLICATION KIT

Thank you for considering RiteCheck Financial Services Centers for your commercial check needs. We will make every effort to make your check cashing experience with us one of prompt, accurate and courteous service.

Before we can cash commercial check we need your help. The New York State Banking Department requires that we collect certain information from our commercial customers. This information is kept on file for the inspection of the NYS Banking Department only. This information is not shared with any third party. It is completely confidential.

Please complete all information in this corporate kit and have it notarized where indicated. If you need a Notary Public, RiteCheck will be happy to assist you by notarizing your papers. Should you have any questions or need additional assistance, please feel free to call any of our convenient locations.

Please provide *all* the information requested.

Company Name:	
Company Address:	
Company Telephone:	
Company Fax:	
Company E-Mail:	
Type of Business:	
New York State Tax ID# / EIN#	

CORPORATE RESOLUTION AUTHORIZING CASHING OF CHECKS PAYABLE TO THE COMPANY

I, _____, _____, of _____,
Name *Title* *Company*

a corporation organized under the laws of the State of New York, hereby certify that the following is a full and true copy of a resolution adopted at a meeting of the Board of Directors of said Company, duly held on the _____ day of _____, 20____:

“Resolved that individual(s) listed below is hereby authorized to present on behalf of the Company checks, drafts and money orders payable to said Company for purposes of cashing at RiteCheck with Headquarters at 715 East 138th Street, Bronx, NY., effective until otherwise ordered pursuant to further resolution of the Board of Directors of the Company.”

	Presenter #1	Presenter #2	Presenter #3
Name:			
Address:			
Telephone:			
Fax:			
E-Mail:			
Date of Birth:			
Occupation:			
ID Type & No.:			
Social Security No:			

AND I DO FURTHER CERTIFY that the above resolution has not been in any way altered, amended, or repealed and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said of _____ day of _____, 20_____.

Corporate Seal _____
Signature *Title of Signer*

In testimony whereof, I have hereunto set my hand and official seal at: _____
 _____ this _____ day of _____ 20_____.

Notary Public

Please staple one of the following documents to this page:

For a CorporationCertificate of Incorporation

For a Limited Liability Partnership or CorporationCertificate of Formation

For a PartnershipCertificate of Fictitious Name

COMMERCIAL CHECK CHECKLIST

FOR OFFICE USE ONLY - BUSINESS FILE

A Blank Check from the business	
Confirm all data section complete on the cover page	
Business (or Corporate) Resolution authorizing the cashing of checks payable to the business by each individual that is authorized to cash checks made payable to business;	
You must have at least one of the following. (All corporate documents must bear the corporate seal.)	
1. Certificate of Incorporation (<i>if a corporation</i>); or 2. Certificate of Formation (<i>if a limited liability company or limited liability partnership</i>); or 3. Certificate of Fictitious Name (<i>if a partnership</i>);	

How did you find out about us?

RiteCheck Manager: _____

Date Application Approved: _____

Audit Date: _____ Audited by: _____