

As part of implementing your new giving platform, you will be going through an underwriting process conducted by the Pushpay Processing Team. The email will be received from the sender: applications@pushpayprocessing.com and the Subject will be: "Pushpay Merchant Application for..."

The purpose of underwriting is to verify financial and organizational information about your parish in order to issue final approval to accept donations through Pushpay. In order to complete underwriting, you'll need to provide the information below. This document is intended to walk you through each piece of information we need, and will help you understand why we ask for this information.

Organization

- **Legal Name**
 - *The legal name for your parish. This would be found on Articles of Incorporation or 501(c)3*
- **Fictitious/DBA Name**
 - *If your parish "does business as" a different name than your legal name, this is where you provide that info*
- **IRS Name**
 - *Your parish name as filed with the IRS*
- **FEIN**
 - *Your Federal Employer Identification Number*
- **Date Formed**
 - *Date your parish was formed*
- **Description**
 - *What your organization is (i/e parish or school)*
- **Physical Address**
 - *Physical location of your parish*
- **Billing Address**
 - *Address to be billed for your parish*
- **Website**
 - *Organization website*

Contact Info eg. for Donor Inquiries

Please provide info for your parish for the fields listed below. This should be contact info that the public can reach out to for general assistance and information.

- **Customer Service Email**
- **Customer Service Phone**

Location Controlling Authority

You will be determining a controlling authority for your parish as it relates to your account with Pushpay. The controlling authority will be the one able to sign off on changes to your account (Changes of address or name, etc). Please provide their info in the following fields.

- **First**
- **Last**
- **Email**
- **Phone**

Settlement Info

Donations to your parish processed through Pushpay will be deposited into your bank account. For the fields listed below, please provide your banking info for the account you would like those deposits to go into.

- **Deposit Bank Name**
- **Routing**
- **Account**

Thresholds

Part of the underwriting process that payment processors like Pushpay conduct is minimizing risk for your organization by determining a maximum dollar amount limit per transaction. Our team will evaluate the fields listed below to determine the proper limits for individual card and ACH donations to your parish through Pushpay Giving. These limits are created to mitigate risk and maximize security.

- **Annual Budget**
 - *Approximate total dollar amount you process each year in donations*
- **Annual ACH**
 - *Approximate annual dollar amount you process in ACH transactions*
- **Annual Card**
 - *Approximate annual dollar amount you process in Card transactions*

The fields listed below relate specifically to check donations that you receive. These are also part of the evaluation process.

- **Annual Check Volume**
 - *The approximate number of checks and the total dollar amount you process in checks per year*
- **Max Single Check**
 - *The highest dollar amount for a check you expect to process*

- **Max Daily Checks**
 - The highest number of checks you would expect to scan in a single day
- **Max Monthly Checks**
 - *The highest number of checks you would expect to scan in a single month*