REACH*pay*

Setup Checklist

Organization Setup

- ☐ Legal Name and Doing Business As Name (if different)
- ☐ Physical Address (P.O. Boxes not accepted)
- ☐ Employer Identification Number (EIN)

Officer Designation

Representative Role: the person with authority over the monetary funds for your organization. (Note: can be same person as Executive)

- ☐ Date of Birth
- ☐ Last 4 of SSN
- ☐ License/ID

Executive Role: a senior manager with significant management responsibility for your organization. (Note: can be same person as Representative)

- ☐ Date of Birth
- ☐ Last 4 of SSN
- ☐ License/ID

Payout Setup

- ☐ Account Holder Name (a label for your reference)
- ☐ Account Holder Type (Company/Individual)
- ☐ Routing Number
- ☐ Account #

Additional Options

- ☐ Modify your Payout Schedule (REACH*pay* Setup article)
- ☐ Opt-in to Individual Admin Notifications (How Disputes Work article)
- ☐ Notify Supporters of New Payment Gateway (REACH*pay* Setup article)
- ☐ Request a PCI Transfer - New REACH accounts only (REACH*pay* Setup article)