ACUTRAQ background screening

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CREDENTIALING CHECKLIST FOR ACCESS TO PULL CREDIT REPORTS
(information required by TransUnion)

*The Credit Bureau has guidelines in place to protect against fraud. This checklist is designed by the credit bureau in order to prove the validity of a company, and the legit need for pulling credit reports.

If you have questions regarding any section please call us at 479-677-3355

1. _____Complete and Sign Service Contract and Agreement
2. _____Complete and Sign Members Service Agreement
3. _____Website Verification: Print first page of website where applicable.
   *Website URL: http://www._____
4. _____Bank Reference Form: Fill Out Top Portion and leave with your bank representative.
   *Does not give sensitive information. Used for business verification only.
5. _____Complete letter of Intent on Company letterhead, signed by an officer, owner or authorized manager of the company. Include the following: **Nature of Business, intended use for the services, anticipated monthly volume; Whether it anticipates its access to be primarily local, regional or national**, **Example listed below**:

   > We are (company name) and plan to run an average of ___#___reports per month.
   > We are a local company and plan to use the reports locally. Our intended use is Rental Screening and Pre-Employment Screening. (**SAMPLE ONLY–MUST BE ON COMPANY LETTERHEAD**)

6. _____Business type/industry verification: Copy of business listing in telephone directory such as Yellow Pages (printed or electronic), or copy of phone bill in business name.
7. _____Three Business References –

   Name: Company Phone Number
   1. _____.
   2. _____.
   3. _____.
8. _____Site Inspection: To be completed by ACUTRAQ or Authorized Agent at your convenience
   *All site inspections subject to $60 site inspection fee

FOLLOWING REQUIRED ONLY FOR BUSINESSES LESS THAN 1 YR OLD:
2 of the following items required:

1. _____Copy of the utility or phone bill in the business name for service at the principle place of business.
2. _____Copy of lease, or proof or property ownership by business, of the principle place of business.
3. _____Copy of business bank statement addressed to the applicant at its principal place of business.
4. _____Proof of commercial insurance.