



creditchecks.com

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Omaha, NE 68131

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Outside Omaha toll-free Fax: 888-241-9859

SET UP INSTRUCTIONS & REQUIREMENTS

Creditchecks.com is required to comply with the Fair Credit Reporting Act ("FCRA"), Gramm-Leach-Bliley Act ("GLB") and federal or state laws governing the use and/or handling of consumer credit information. Due to these regulations, and new requirements recently placed upon Reseller's of credit reports, our company is now required to obtain additional information and conduct physical on-site inspections for all companies or individual business owners using a dba that are requesting credit reports.

You will need to provide to us with the following **copies**:

- Your companies telephone information from your local yellow or white pages
- Business license, if this is ***not*** available one of the following will be acceptable
 - 1) Articles of Incorporation
 - 2) Federal Tax ID (also known as EIN)
 - 3) Verified business banking reference
 - 4) Corporation verification with state or federal government
 - 5) State tax record or State Tax ID
 - 6) FDIC or NCUA certification
- Copy of office space Lease Agreement summary pages or proof of ownership of building
- A copy of your business credit report or individual report (if you are not incorporated)
- Your website address
- Copy of principal's Driver's License or ID
- Individual landlords please provide a list of rental property address or addresses

As soon as we have received the above information the on-site inspection will be setup. NCCI has been contracted by creditchecks.com to perform our on-site inspections for us and a representative of the company will contact you to set up a convenient time.

Please note that if you are a current customer your account will be placed on hold until all the information has been received. Once we have received the above information you may begin/continue to use our services.

We appreciate your business and want to thank you in advance for your cooperation in helping us expedite these requests. Please feel free to contact me at anytime with any questions you may have. You may fax questions to 402-551-6256 or email me at lpaladino@creditchecks.com.

Sincerely,

Lisa Paladino, Managing Director