

## Procedures for Leasing

**\*\*\* Any and All equipment being leased must be PCI Compliant as well as EMV Compliant and EMV Ready at time of equipment installation.**

1. Submit the Customer's Application as well as a clear copy of the Drivers License and Business License (if business has one) by fax to 717-484-8110 or e-mail to: [processing@diadembusiness.com](mailto:processing@diadembusiness.com) Please make sure the Customer Lease Application is completely filled out and signed including the age of business for us to score properly.
2. We will e-mail you back the approvals as we get them from underwriting.
3. After the equipment is installed, it is necessary for 1<sup>st</sup> American Leasing to have a verbal verification done. Please refer to the verifications portion below.
4. **The Leasing company takes 2 advanced payments directly from the merchant 10 days from the date of the verification/funding. Please make sure all merchants are aware of this.**
5. If the merchant lives in KANSAS, PENNSYLVANIA, VERMONT, TENNESSEE, OR SOUTH DAKOTA they must sign "FORM A" in addition to the 4 page lease agreement. These 5 states have 3 day rescission law, so the verbal cannot be completed until AFTER the 3<sup>rd</sup> business day of the date they signed the form.

**VERIFICATIONS** -- (The verification process typically takes between 2 & 4 minutes to complete.)

1. **The leasing company will contact the merchant directly to complete the verification. Please let us know when the equipment installation & training has been completed and when they are ready for verification, then the leasing company will call the merchant during our business hours of Monday–Thursday 9:00–5:00 pm EST and Friday 9:00–4:30 pm EST.**
2. PLEASE NOTE: Any verifications completed after 3:30pm EST will be funding the following business day, provided we have all the needed documents  
If you need a question answered or have a problem, please call our office between 9AM and 5PM at 877-274-6652 and anyone in Leasing will be able to help you

## **FUNDING**

1. Fax or e-mail the signed and completed lease documents along with YOUR CUSTOMER'S voided check.
  - We will fund on a faxed copy of the lease as long as it's VERY CLEAR AND LEGIBLE. If it's decided by the leasing company that it is not legible, then you must overnight the lease originals and the lease will fund once it's received as a clear copy of the lease. (IF FUNDED ON A FAXED COPY, YOU MUST SEND ORIGINAL LEASES TO DIADEM THROUGH MAIL OR OVERNIGHT AS SOON AS POSSIBLE.)
2. We are able to ACH funds to your account WITHIN 2 days as the verification is completed, provided all other documents are received by our office preceding the verification.  
(Includes: Lease agreement, business voided check, Drivers License copy and Business License)

## Electronic Signature Instructions

1. Complete the Client Data Sheet
2. Email to: [processing@diadembusiness.com](mailto:processing@diadembusiness.com)
3. HQ will send the electronic prefilled lease to the client via email
4. Client complete electronic signature copy and submit.