

## REQUIRED DOCS:

- Articles of Organization
- EIN Letter
- Trade Name Report (required if using a DBA)
- Certificate of Good Standing
- Operating Agreement/Minutes
- Financials
- Tax Returns
- Most recent tax return if applicable
- If the business is new and does not have tax return, please follow the instructions in the requirement below for new businesses (under 12 months in op.)
- Balance Sheet & Income Statement
- If the MRB is a new business, please provide the below documents:
  - 2-Year Pro Forma Financials
  - Specific documentation of sufficient assets (or proof of capital investments) available to support the projected 2-year budget, including any plans for additional expansion.
  - Most recent yearly financials of parent company that holds at least 25% ownership of the MRB applicant.
- Business Policy and Procedure Manuals: MRB can submit one of the below documents:
  - Employee Handbook
  - Overall corporate policies
  - Compliance and/or risk management policies
- Property Title or Lease Contract
- If the MRB is in the process of applying for a cannabis license, provide information on the property the applicant plans to operate their cannabis facility and designate whether such property is owned or leased.
- A Letter of Intent (LOI) listing the property owner(s) and their attestation to assent to the use of the property for the purposes of a licensed cannabis facility.
- State-Issued Cannabis License: Tier 1 MRB only.
- If the MRB has not yet received their MRB license certificate or is in the process of applying for a cannabis license, this requirement is considered sufficient if the MRB applicant provides a brief description explaining the current status of their cannabis license.
- Certificate of Insurance:
  - General Liability

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\*\*\* For the below required documentation, if the MRB applicant does not have them, please indicate so in a PDF document and proceed with the online application as normal.

- ATM Lease Contract (if applicable)
- ATM Service Contract (if applicable)
- Armored Car Service Contract or CIT Contract (if applicable)
- Debit Processor Contract (if applicable)