



224 Strawbridge Drive, Suite 200  
Moorestown, NJ 08057

### THIRD PARTY PROCESSING APPROVAL FORM

\*\*\*Important Information\*\*\* is provided on page 3 of this form to help facilitate answers to common questions.

1. FULL LEGAL NAME OF THE THIRD-PARTY PROCESSOR (TPP):	2. Broker Name:
3. FULL ADDRESS OF THE PROCESSING VENDOR WHERE FUNCTIONS ARE PERFORMED:	
	Work      Home
4. NMLS ID #:	Individual License      Company License
States in which Broker is seeking TPP to transact business in (List All):	
5. DATE OF FORMATION/INCORPORATION of TPP:	
6. STATE OF FORMATION/INCORPORATION of TPP:	
7. URL ADDRESS of TPP:	
8. Is the Broker and TPP affiliated in any way?	
Common ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Joint venture relationship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the TPP designated as "authorized to represent the Broker" in NMLS? Other: <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are resources shared between the Broker and TPP:	
Shared employees between the two (2) entities? Shared <input type="checkbox"/> Yes <input type="checkbox"/> No	
office space between the two (2) entities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shared services (e.g., do broker employees perform services for the TPP or vice versa)?	
	Yes      No
If answered "yes" in #8 or #9, please explain in detail the affiliation and/or shared services:	

Please identify one processor within this organization for SPARC and Mercury credentials.

Third Party Processor User Information				
	Name	Cell Phone Number	Email Address	NMLS ID
TPP User				



224 Strawbridge Drive, Suite  
200 Moorestown, NJ 08057

## REQUIRED DOCUMENTATION

- Please provide a completed Arc Home Third Party Processing Approval Form.
- Please provide a copy of your OFR 494-13, for Florida individual processors only.

## CERTIFICATION & AUTHORIZATION

*Broker certifies and attests that it has no affiliation, as that term ("affiliate") is defined in Regulation Z (12 CFR 1026.32(b)(5)), with the third-party processing company listed above. Furthermore, Broker attests that the third-party processor working is not an employee of Broker. Broker understands that the third-party processing company will provide an invoice for their services on their letterhead specific to any transaction to Broker, and Broker will deliver a copy to Arc Home. Broker acknowledges and understands that Arc Home imposes certain limitations on compensation a third-party processor may charge on a given transaction.*

AUTHORIZED BROKER SIGNATURE:

OFFICER NAME/TITLE:

DATE:



224 Strawbridge Drive, Suite  
200 Moorestown, NJ 08057

**\*\*\* IMPORTANT INSTRUCTIONS \*\*\***

- As the party seeking approval to use a 3<sup>rd</sup> Party Processor (“TPP”), the Broker is responsible for working with the TPP to obtain information necessary to enable Arc to vet the TPP from a licensing perspective and validate the bona fide nature of the services to be rendered.
- The following instructions should help the Broker and TPP provide adequate information to enable Arc Home to efficiently review the TPP’s qualifications and licensure and, as appropriate, approve the TPP consistent with the requirements of Arc Home’s Third-Party Processing Fee Policy. Failure to adhere to these instructions and provide complete information may delay or result in the declination of the requested TPP.

<b>The TPP to be used by the Broker will typically conduct business in one of two ways:</b>	
<p><b>(1) A licensed third-party processing company that employs individual processors (which are paid W-2 reported compensation)</b> The processing company may be formed as either a corporation, limited liability company or other form of legal entity depending on applicable law.</p>	<p><b>(2) As an individually licensed contract loan processor.</b> The contract loan processor who may operate as either a sole proprietor or may have formed a legal entity (which is <u>not</u> a licensed third-party processing company in NMLS) but through which the contract processor may nominally conduct business</p>
<p><b>Example:</b> John Doe is an employee by ABC Processing LLC (“ABC”), paid a wage by ABC and receives an IRS Form W-2 at year end from ABC. John Doe is not licensed in NMLS, but ABC is licensed in NMLS.</p>	<p><b>Example:</b> John Doe is a licensed processor in NMLS and formed a company known as 123 Processing LLC, which is not licensed in NMLS. -Or- John Doe is a licensed processor in NMLS and does business under the name trade name “123 Processing” which is fictitious and not a duly formed legal entity. -Or- John Doe is a licensed processor in NMLS and conducts business individually in his own name</p>

**Depending on the legal and licensing status of the TPP based on the above criteria, please follow the corresponding instructions in completing the questionnaire:**

<b>A licensed third-party processing company that employs individual processors</b>	<b>An individually licensed contract processor</b>
<b>#1 - #3 Full Legal Name of the TPP &amp; Address</b>	
<ul style="list-style-type: none"> <li>✓ Provide legal name and address of the Company employing the processor</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide the processor’s name and address out of which the processor conducts business</li> <li>✓ Indicate whether the location is a home or business address</li> </ul>
<b>#4 NMLS Number</b>	
<ul style="list-style-type: none"> <li>✓ Provide NMLS# of third-party processing company</li> <li>✓ Check appropriate box indicating company licensure</li> <li>✓ Identify all states in which Broker intends to use TPP services</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide the NMLS# of the individually licensed loan processor</li> <li>✓ Check appropriate box indicating individual licensure</li> <li>✓ Identify all states in which Broker intends to use TPP services</li> </ul>
<b>#5 &amp; #6 State &amp; Date of Formation</b>	
<ul style="list-style-type: none"> <li>✓ State where and when the third-party processing company was formed/incorporated.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide state and date of formation only to the extent the TPP has formed a separate legal entity (e.g., a corporation or LLC)</li> </ul>
<b>#7 URL Address</b>	
<ul style="list-style-type: none"> <li>✓ Provide link to TPP’s website (if none exists, note “n/a”)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide link to TPP’s website (if none exists, note “n/a”)</li> </ul>
<b>#8 Broker &amp; TPP Affiliation</b>	
<ul style="list-style-type: none"> <li>✓ Check appropriate boxes</li> <li>✓ Provide written explanation in space provided for any questions answered in the affirmative</li> </ul>	<ul style="list-style-type: none"> <li>✓ Check appropriate boxes</li> <li>✓ Provide written explanation in space provided for any questions answered in the affirmative</li> </ul>
<b>#9 Shared Resources Between Broker and TPP</b>	
<ul style="list-style-type: none"> <li>✓ Check appropriate boxes</li> <li>✓ Provide written explanation in space provided for any questions answered in the affirmative</li> </ul>	<ul style="list-style-type: none"> <li>✓ Check appropriate boxes</li> <li>✓ Provide written explanation in space provided for any questions answered in the affirmative</li> </ul>