ProcessRite / MERCHANT RESOURCES

POS & Payments Handover

For buyers, sellers and advisers preparing an operating-business takeover

Business / town / target handover date

- [ ] **Identify the responsible providers**
  Record the current processor, POS software provider, hardware models and support contacts. Keep account identifiers off this sheet.

- [ ] **Confirm what is actually being transferred**
  List hardware, peripherals and licences included in the sale. Obtain ownership, lease or finance documentation.

- [ ] **Verify device and account eligibility**
  Ask the responsible provider how this exact equipment and ownership change must be handled. Do not assume a used Clover device can move to any account.

- [ ] **Name the account transition owner**
  Assign who submits the buyer application, obtains approvals and confirms activation and cutoff timing. Never continue trading under the seller account without provider confirmation.

- [ ] **Inventory apps, data and access**
  Identify menu/catalog, printers, online ordering, reporting, gift cards and loyalty. Confirm lawful access and transfer/export permissions; do not share passwords.

Confirm the Handover

Evidence, testing and support ownership

- [ ] **Reconcile balances and obligations**
  Identify who handles pre-closing refunds, disputes, deposits, gift-card liabilities and final settlement. Have legal/accounting advisers confirm responsibility.

- [ ] **Plan network and order channels**
  Document internet service, router ownership, terminal drops, kitchen/receipt routing, website ordering and delivery connections.

- [ ] **Test the real workflow**
  Use provider-approved testing for payments, receipts, void/refund handling, tax/tip settings, permissions and closeout. Identify the owner of each unresolved issue.

- [ ] **Agree support and fallback**
  List who handles the network, POS configuration, processor/account issues and third-party apps. Agree an approved fallback before trading.

- [ ] **Sign off before launch**
  Get written confirmation of readiness from the responsible parties. This checklist does not replace underwriting, legal diligence, provider approvals or a signed implementation plan.

Unresolved item / evidence needed

Responsible person / next action

Target date / provider confirmation

Do not enter seller logins, bank information, card data or merchant credentials in the public enquiry form. Arrange secure document exchange after contact.