

Business Accounts Made Easy

Opening a Business Account?

Use this checklist as your guide to opening your business account.

ALL BUSINESS ACCOUNTS

- Appropriate valid customer identification for all signers (state issued ID, Passport, ect.)

CORPORATION

- Filed Articles of Incorporation (including all amendments if applicable)
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return
- Meeting Minutes from Board of Directors Meeting indicating authorized signers (preferred but not required)
- If Non-Profit: IRS 501 (C) Tax Determination Letter
- Certification of Beneficial Owners Form (can be found on our [Business Checking webpage](#))

LIMITED LIABILITY COMPANY

- Filed Articles of Organization (including all amendments if applicable)
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return
- Member Control Agreement or Operating Agreement (preferred but not required)
- Certificate of Organization (preferred but not required)
- Certification of Beneficial Owners Form (can be found on our [Business Checking webpage](#))

PARTNERSHIP

- LLP – Filed Statement of Qualification or Articles of Registration (including all amendments if applicable)
- LP – Certificate of Assumed Name AND Certificate of Limited Partnership (including all amendments if applicable)
- Partnership Agreement
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return
- Certification of Beneficial Owners Form (can be found on our [Business Checking webpage](#))

SOLE PROPRIETORSHIP

- Filed Certificate of Assumed Name
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return (if applicable)

FORMAL & INFORMAL UNINCORPORATED ASSOCIATIONS/ ORGANIZATIONS/CLUBS/ RECREATIONAL ENTITY

- Charter, By-Laws or Letter of Purpose
- Meeting Minutes indicated authorized signers
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return

Have questions about what documents you need?

Ask your member service representative.



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(651) 225 2700 | 1 800 223-2801

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