



Business Account Document Checklist

All signers on the account(s) and all owners owning 25% or more of the business will need to provide: full name, address, date of birth, SSN, phone number and email address (optional - required for online banking). All signers will also need to provide a valid, legal photo ID

Sole Proprietorship (DBA)	<ul style="list-style-type: none"> - Registration with Secretary of State (if available) - Tax Reporting Number (SSN or EIN Number) to be provided by the customer
Partnership	<ul style="list-style-type: none"> - Partnership Agreement to be provided by the customer - Registration with Secretary of State to be provided by the customer - IRS EIN Letter to be provided by the customer - Resolution to be provided by the customer or completed at account opening - Beneficial Ownership Form to be completed before account opening
Limited Liability Company (LLC)	<ul style="list-style-type: none"> - Articles of Organization and/or Certification of Organization and/or Operating Agreement to be provided by the customer - Registration with Secretary of State to be provided by the customer - IRS EIN Letter to be provided by the customer - Resolution to be provided by the customer or completed at account opening - Beneficial Ownership Form to be completed before account opening
Corporation (S-Corps and C-Corps)	<ul style="list-style-type: none"> - Articles of Incorporation and/or Certification of Incorporation and/or Bylaws to be provided by the customer - Registration with Secretary of State to be provided by the customer - IRS EIN Letter to be provided by the customer - Resolution to be provided by the customer or completed at account opening - Beneficial Ownership Form to be completed before account opening
Incorporated Non-Profit Organizations or Associations	<ul style="list-style-type: none"> - Articles of Incorporation and/or Certification of Incorporation and/or Bylaws to be provided by the customer - Registration with Secretary of State to be provided by the customer - IRS EIN Letter to be provided by the customer - Resolution to be provided by the customer or completed at account opening - Beneficial Ownership Form to be completed before account opening
Recreational or Club Accounts	<ul style="list-style-type: none"> - Bylaws or Meeting Minutes approving signature authority to be provided by the customer - Registration with Secretary of State to be provided by the customer - IRS EIN Letter to be provided by the customer - Resolution to be provided by the customer (an official letter or meeting notes may serve as resolution) or completed at account opening (proper officers must be available to sign)