

Business Account Opening Requirements

All business accounts require:

- ◇ Business name
- ◇ Physical address and contact number
- ◇ Tax ID number or EIN
- ◇ Government issued photo identification for all signers
- ◇ Beneficial ownership information (*includes SSN or passport number of non U.S. citizen owner, date of birth, street address, and government issued photo ID of all owners*)

Additional requirements by business type:

Sole Proprietorship (DBA)

- ◇ Business license (*unless exempt by local/state government*); OR
- ◇ Tax Return filed under business name; OR
- ◇ Discuss further options with your local banker

Partnership

- ◇ Business license, tax return filed under the business name, or certificate of existence from the Secretary of State
- ◇ Partnership agreement
- ◇ Partnership minutes (*not required if all partners are signers on the account*)

Clubs and Civic Organizations

- ◇ Meeting minutes/officer roster with phone numbers

LLC

- ◇ Certified copies of articles of organization or operating agreement
- ◇ Secretary of State filing
- ◇ LLC Minutes (*not required if all members are signers on the account*)

Corporation

- ◇ Certified copies of articles of incorporation or certification of good standing or corporate charter
- ◇ Secretary of State filing
- ◇ Corporate minutes (*not required if all incorporators are signers on the account*)