

Business Account Checklist

Documentation needed to open Business Deposit Accounts

Company Information <ul style="list-style-type: none"><input type="checkbox"/> Legal Name of business<input type="checkbox"/> Address (both physical and mailing address)<input type="checkbox"/> Phone Number<input type="checkbox"/> Nature/Purpose of the business<input type="checkbox"/> Tax identification number <p>*Proof of EIN = IRS Form SS-4 or copy of 1st page Tax Return</p>	Authorized Signers <ul style="list-style-type: none"><input type="checkbox"/> Name<input type="checkbox"/> Address<input type="checkbox"/> Phone Number<input type="checkbox"/> Email Address<input type="checkbox"/> Social Security<input type="checkbox"/> Copy of Driver's License <p>Employer/ Position *Inquiry Code</p>
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Corporation

- Articles of Incorporation
- Certificate of Incorporation
- Secretary of State Filing (Active/Current)
- Proof of EIN

Limited Liability Company

- Articles of Organization
 - Certificate of Organization
 - Secretary of State Filing (Active/Current)
 - Tax Identification Number
- *Multiple Member - EIN (IRS Form SS-4)
*Single Member - SSN or EIN

Partnership

- General Partnership: Trade name filed with the Clerk of Superior Court
- Partnership Agreement : Signed by all general partners or limited partners
- Limited Partnerships - Secretary of State Filing (Active/Current)
- Limited Partnerships - LLP Election filed with Clerk of Superior Court
- Proof of EIN (IRS Form SS-4)

Sole Proprietorship (D/B/A)

- Combo - example: John Doe D/B/A JD's Farm- if using EIN, trade name filing is required.
- Company Name - example: JD's Farm - EIN matching business name- cannot be SSN
Requires D/B/A filing with Clerk of Superior Court: Stamped and Recorded
- Individual name - example: John Doe Farm Account - Customer Identification- Can use SSN

Association or Civic Group

- Tax Identification Number
- Letter from Organization stating who is authorized to act on behalf of Association
- Minutes naming elected officers and account signers

Church or Non Profit

- If Corporation or LLC , provide all documents listed above
*Minutes naming elected officers and account signers
- Tax Identification Number