

Business Account Checklist

Documentation needed to open Business Deposit Accounts

Company Information

- Legal Name of business
- Address (both physical and mailing address)
- Phone Number
- Nature/Purpose of the business
- Tax identification number

*Must provide IRS Form SS-4 or copy of first page of most recent tax return

Authorized Signers

- Name
- Address
- Phone Number
- Email Address
- Social Security
- Copy of Driver's License
- Employer Position
- Inquiry Code

Corporation

- Articles of Incorporation
- Certificate of Incorporation
- Secretary of State Filing (Active/Current)
- Must provide IRS Form SS-4 or copy of first page of most recent tax return

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
- Must provide IRS Form SS-4 or copy of first page of most recent tax return

Sole Proprietorship (DBA)

- Combo (example: John Doe D/B/A JD's Farm - if using Tax Identification Number, trade name filing is required.)
- Company Name (example: JD's Farm - Tax Identification Number 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 Acct. - Customer Identification - Can use SSN)

Association or Civic Group

- Letter from Organization stating who is authorized to act on behalf of Association
- Minutes naming elected officers and account signers
- Must provide IRS Form SS-4 or copy of first page of most recent tax return

Church or Non-Profit

- If Corporation or LLC, provide all documents listed above
- Minutes naming elected officers and account signers
- Must provide IRS Form SS-4 or copy of first page of most recent tax return

Limited Liability Company

- Articles of Organization
- Certificate of Organization
- Secretary of State Filing (Active/Current)
- Tax Identification Number

*Multiple Member - Tax Id. Number (IRS Form SS-4)

*Single Member - SSN or Tax Id. Number (IRS Form SS-4)