

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

Authorized Signers

- ☐ Name
- ☐ Address
- ☐ Phone Number
- ☐ Email Address
- ☐ Social Security Card
- ☐ Copy of Driver's License
- ☐ Employer/Occupation
- ☐ Inquiry Code

Corporation

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

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 Liability Partnerships - LLP Election filed with Clerk of Superior Court
- ☐ 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 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 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
- ☐ 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
- ☐ IRS Form SS-4 or copy of first page of most recent tax return