



Business Account Documentation Checklist

To open your new account, we ask that you provide the following:

For ALL Business Types:

- Completed Business Account Signature Card
- Completed Business Information Form
- Valid unexpired, government-issued photo identification for each principal or signer
- Valid tax (or employer) identification number (sole proprietors: if applicable; all others: for entity)
- Valid social security number for each signer
- Business License (optional)

PLUS (select business type):

Sole Proprietors

- Certified copy of Fictitious Business Name Statement/DBA; proof of publication if available ¹

Partnerships

- Signed copy of partnership agreement identifying partners and their authority ²
- Certified copy of Fictitious Business Statement/DBA; proof of publication if available ³
- Partnership Authorization to open account signed by all General Partners

Limited Partnerships

- Signed copy of partnership agreement identifying partners and their authority ²
- Certificate of Limited Partnership filed with the Secretary of State
- Certified copy of Fictitious Business Statement/DBA; proof of publication if available ⁴
- Partnership Authorization to open account signed by all General Partners

Limited Liability Partnerships

- Signed copy of partnership agreement identifying partners and their authority ²
- Certificate of Limited Partnership filed with the Secretary of State
- Certified copy of Fictitious Business Statement/DBA; proof of publication if available ³
- Partnership Authorization to open account, signed by all Managing Partners

Corporations/Non-profit Associations

- Choose One:
 - 1) Certified copy of Corporate Resolution adopted by Board of Directors authorizing opening of account
 - 2) Letter signed by governing body of legal entity authorizing designated individual to open account and act on its behalf and minutes of the meeting
- Articles of Incorporation, file stamped by the Secretary of State
- Certified copy of Fictitious Business Statement/DBA; proof of publication if available ⁵
- Certified copy of Bylaws

Limited Liability Companies

- Certified copy of resolution to open account
- Operating Agreement (if there is no written agreement, obtain a statement from the members/managers stating that their Operating Agreement is verbal)
- Filed copy of Articles of Organization
- Certified copy of Fictitious Business Statement/DBA; proof of publication if available ⁵

¹ A fictitious name is one that does not include the last name of the owner(s) in the name of the business. It is also one that implies the existence of additional owners, such as "Company" or "& Son" or "& Associates" or "Brothers".

² If no formal agreement exists, all partners must sign a statement indicating that they are in business together and state the purpose of the partnership

³ Required if the partnership name does not include the surnames of all General Partners, or one that suggests additional owners.

⁴ Required if the partnership name is different from the name on the Certificate of Limited Partnership.

⁵ Required if doing business under a name other than the name stated in the Articles of Incorporation or Articles of Organization