

Business Required Document List

All Businesses:

- ❖ Authorized Person's Personal Information: name, date of birth, address and social security number
- ❖ Authorized Person's valid government issued ID
- ❖ Business information: business name, address, contact information, nature of business

Additional Documents by Business Type:

i. Sole Proprietorships

- Owner's Social Security Number or Employer Identification Number
- Trade/Fictitious Business Name Registration Certificate (Only if NOT using Legal Name)
 - For example, Bob Smith wants to open a sole proprietorship account. If he wants to operate under the name Bob Smith's Tree service this would need to be registered with the state as a Trade Name

ii. Limited Liability Companies (LLC)

- Employer Identification Number or Social Security Number
 - Member may only use SSN for an LLC if it is a single-member business
- Articles of Organization for Domestic LLC Certificate
- Trade/Fictitious Business Name Registration Certificate (if applicable)
 - For example, the name on the Articles of Organization is Beadwork LLC, if the member wants to be able to cash checks made payable to Beads Galore they would need a Trade Name Registration for Beads Galore that was filed by Beadwork LLC
- Information for Beneficial Owner(s) (Anyone who owns 25% or more of the business)
 - Name
 - Address
 - Social Security Number
 - Date of Birth
 - Copy of Individuals Valid Government Issued ID
- Information for at least one Controlling Person (has significant responsibility for managing the business)
 - Name
 - Title
 - Address
 - Social Security Number
 - Date of Birth
 - Copy of Individual's Valid Government Issued ID

iii. Partnership

- **General Partnerships**
 - Employer Identification Number
 - Partnership agreement
 - Trade/Fictitious Business Name Registration Certificate (if applicable)
- **Limited Partnership (LTD)**
 - Employer Identification Number
 - Certificate of Limited Partnership
 - Partnership Agreement (Not required but preferred)
 - Trade/Fictitious Business Name Registration Certificate (if applicable)
- **Limited Liability Partnership (LLP)**
 - Employer Identification Number

- Certificate of Domestic Limited Liability Partnership
- Partnership Agreement (Not required but preferred)
- Trade/Fictitious Business Name Registration Certificate (if applicable)

All Partnerships require their Specific Documents Listed above plus the following information:

- Information for Beneficial Owner(s) (Anyone who owns 25% or more of the business)
 - Name
 - Address
 - Social Security Number
 - Date of Birth
 - Copy of Individuals Valid Government Issued ID
- Information for at least one Controlling Person (has significant responsibility for managing the business)
 - Name
 - Title
 - Address
 - Social Security Number
 - Date of Birth
 - Copy of Individual's Valid Government Issued ID

iv. Corporations (Profit/Non Profit)

- Employer Identification Number
- Articles of Incorporation
 - Agent = Owner of account/ Initial Directors = Signers on account
- Signed Board of Directors Meeting Minutes Authorizing Account
- Trade/Fictitious Business Name Registration Certificate (if applicable)
- Information for Beneficial Owner(s) (Anyone who owns 25% or more of the business)
 - Name
 - Address
 - Social Security Number
 - Date of Birth
 - Copy of Individuals Valid Government Issued ID
- Information for at least one Controlling Person (has significant responsibility for managing the business)
 - Name
 - Title
 - Address
 - Social Security Number
 - Date of Birth
 - Copy of Individual's Valid Government Issued ID

v. Unincorporated Organization (i.e. Associations, clubs)

- Employer Identification Number
- Organizations Constitution **OR** BoD Meeting Minutes Authorizing Account
 - Constitution: A written statement outlining the basic laws or principles by which an organization is governed
- Trade/Fictitious Business Name Registration Certificate