

# What you'll need to open a business checking account

Use this checklist to collect the documents you'll need to bring with you when you open a business checking account.

## Required for all accounts

- ❑ Valid government-issued photo ID and Social Security number for each individual who will be listed on the account(s), for all individuals who own 25% or more of the business, and the individual with significant responsibility for managing the business
- ❑ Business EIN/Tax ID number and supporting business documentation as listed below:

## Sole Proprietorship

- ❑ Social Security number of the owner **OR**
- ❑ Business EIN/Tax ID number

## Limited Liability Company (LLC)

- ❑ Articles of Organization from the Secretary of State **OR**
- ❑ Formation of Domestic Limited Liability Company
- ❑ Operating Agreement (if there are multiple owners)

## Organization, Lodge, or Professional Association

- ❑ May require Articles from the Secretary of State

## Partnerships: General, Formal, Limited, Limited Liability

- ❑ Partnership Agreement signed by all the partners
- ❑ LP: Certificate of Limited Partnership filed with the Secretary of State
- ❑ LLP: Statement of Qualification filed with the Secretary of State

## Corporation

- ❑ Articles of Incorporation or Certificate of Incorporation **OR**
- ❑ Formation of Domestic Corporation or Certificate of Incorporation
- ❑ Documentation indicating signers and signing authority (e.g., board meeting minutes or bylaws)

If you have any questions, please contact customer service at 800-895-2265 or visit a banking center.