

BUSINESS ACCOUNT CHECKLIST

MEMBERS MUST PROVIDE THE FOLLOWING REQUIRED DOCUMENTATION:

Company Tax Identification Number (TIN, FEI, or EIN)

All Signers: Address, Social Security Number (SSN), Date of Birth (DOB), and Valid Photo ID

All Owners: Address, SSN, DOB, % Ownership, and Valid Photo ID

Indirect Owners with 25% or more ownership: Address, SSN, DOB, % Ownership, and Valid Photo ID

Managerial Controller: Address, SSN, DOB, and Valid Photo ID

Trade Name Registration (required for DBA only)

Minimum \$100 opening balance for checking accounts

OTHER INFORMATION REQUIRED:

CORPORATIONS

- Articles of Incorporation
(*Certified copy*)
- Bylaws
- Board of Directors'
Meeting Minutes

PARTNERSHIPS

- Articles of Partnership
Agreement (*Certified copy*)
- Operating Agreement

SOLE PROPRIETORSHIPS

- Tax Identification Number
Documentation

LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization
(*Certified copy preferred*)
- Operating Agreement

RECREATION, CLUB, OR SIMILAR

- Board of Directors' Meeting Minutes or
Chapter meeting minutes (*authorizing who is
allowed to open accounts on sign checks on
behalf of the organization*)

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