

DOCUMENTS NEEDED TO OPEN A BUSINESS ACCOUNT

	<u>SOLE PROPRIETOR</u>
	1. Business's Employer Identification Number (EIN) or Tax ID Number OR sole proprietor can use their own social security number.
	2. Assumed Name certificate (DBA)
	<u>PARTNERSHIPS/LLP</u>
	1. Business's Employer Identification Number or Tax ID Number
	2. Partnership Agreement listing the name of the partnership and the general partners
	3. If Informal Partnership only – Assumed Name Certificate (DBA)
	4. Certification Page/Identification Page
	<u>LIMITED LIABILITY COMPANIES (LLC)</u>
	1. Business's Employer Identification Number (EIN) or Tax ID Number
	2. Certificate of Organization
	3. Operating Agreement listing ownership structure
	4. Articles of Organization (if available)
	5. Certification Page/Identification Page
	<u>CORPORATIONS</u>
	1. Business's Employer Identification Number (EIN) or Tax ID Number
	2. Articles of Incorporation
	3. By-Laws listing ownership structure
	4. Certification Page/Identification Page
	<u>ORGANIZATIONS</u>
	1. Organization's Employer Identification Number (EIN) or Tax ID Number
	2. Charter or other governing documents listing each member-elected officer (i.e. meeting minutes)

* CURRENT IDENTIFICATION REQUIRED ON ALL ACCOUNT SIGNERS