

# BUSINESS ACCOUNT OPENING CHECKLIST

## WHAT YOU'LL NEED

### Each business must provide:

- Documents verifying your business
- Physical address
- Tax Identification Number

### Each authorized user must provide:

- Valid photo ID
- Valid secondary form of identification
- Date of birth
- Physical address
- Social Security Number

### Certification of beneficial ownership

is required for corporations, partnerships, and limited liability companies. A beneficial owner is:

1. Any individual who directly or indirectly owns 25% or more the legal entity **and**
2. A single individual with significant responsibility to control, manage, or direct the legal entity.

### Sole Proprietorship

- Certificate of Assumed Business Name

### General Partnership

- Certificate of Assumed Business Name
- Partnership Agreement

### Limited Partnership

- Certificate of Limited Partnership
- Partnership Agreement

### Limited Liability Partnership

- Registration of Limited Liability Partnership
- Certificate of Registration of Limited Liability Partnership
- Partnership Agreement

### Limited Liability Company

- Articles of Organization
- Certificate of Organization
- Operating Agreement

### For-Profit Corporation

- Articles of Incorporation
- Certificate of Incorporation
- Bylaws
- Corporate Resolution

### Non-Profit Corporation

- Articles of Incorporation
- Certificate of Incorporation
- Bylaws
- Corporate Resolution
- IRS tax-exempt status verification



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