

# New Business Account Document Checklist



## A GUIDE TO THE DOCUMENTS REQUIRED TO OPEN A BUSINESS ACCOUNT

We establish accounts for the following types of businesses:

- SOLE PROPRIETORSHIP
- GENERAL PARTNERSHIPS
- LIMITED OR LIMITED LIABILITY PARTNERSHIPS
- LIMITED LIABILITY CORPORATIONS (LLC'S)
- CORPORATIONS (S-CHAPTER AND C-CHAPTER)
- INCORPORATED NON-PROFIT ORGANIZATION OR ASSOCIATION
- UNINCORPORATED ASSOCIATIONS OR CLUB ACCOUNT

To open one of the accounts listed, please see below to determine the documents required.

### SOLE PROPRIETORSHIP

- Copy of Fictitious Name Registration with Secretary of State
- Filed IRS Certification of Tax ID # (sole proprietorships using a SSN are exempt)
- Secretary of State website shows the business as "Fictitious Active"
- If a non-owner will sign on account, complete a Power of Attorney for authorization to sign

### GENERAL PARTNERSHIP

- Certification of Beneficial Owner(s)
- Partnership Agreement
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Filed IRS certification of Tax ID #
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- A resolution will be needed indicating those individuals authorized to sign on the account

### LIMITED LIABILITY OR LIMITED PARTNERSHIP

- Certification of Beneficial Owner(s)
- Partnership Agreement
- Certificate of Limited Partnership filed with Secretary of State
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Filed IRS certification of Tax ID #
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- A resolution will be needed indicating those individuals authorized to sign on the account

## LIMITED LIABILITY COMPANY (LLC)

### SINGLE-MEMBER

- **MEMBER-MANAGED OR MANAGER-MANAGED:**

- Certification of Beneficial Owner(s)
- Articles of Organization and Certificate of Organization
- Operating Agreement
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- Filed IRS Certification of Tax ID # (single member LLCs using a SSN are exempt)
- A resolution will be needed indicating those individuals authorized to sign on the account

### MULTI-MEMBER

- **MEMBER-MANAGED**

- Certification of Beneficial Owner(s)
- Articles of Organization and Certificate of Organization
- Operating Agreement
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- Filed IRS Certification of Tax ID #
- A resolution will be needed indicating those individuals authorized to sign on the account

- **MANAGER-MANAGED**

- Certification of Beneficial Owner(s)
- Articles of Organization and Certificate of Organization
- Operating Agreement (providing for the authorized signors)
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- Filed IRS Certification of Tax ID #
- A resolution will be needed indicating those individuals authorized to sign on the account

## CORPORATION

### S-CORP

- Certification of Beneficial Owner(s)
- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- Filed IRS Certification of Tax ID #
- IRS Form 2553 – Election by a Small Business Corporation Filed IRS certification of Tax ID #
- A resolution of the Board of Directors indicating those officers authorized to sign on the account

### C-CORP

- Certification of Beneficial Owner(s)
- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- Filed IRS certification of Tax ID #
- A resolution of the Board of Directors indicating those officers authorized to sign on the account

## INCORPORATED NON-PROFIT ORGANIZATIONS OR ASSOCIATIONS

- Certification of Beneficial Owner(s)
- Either the application for or IRS determination of non-profit status (if applicable)
- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- Filed IRS Certification of Tax ID # (if applicable)
- A resolution indicating those officers authorized to sign on the account

## UNINCORPORATED ASSOCIATIONS / CLUB ACCOUNTS

- Bylaws (or other similar governing document)
- Filed IRS Certification of Tax ID # (if applicable)
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- A resolution indicating those individuals authorized to sign on the account