

Documents and Information Needed When Opening a Business Account

BENEFICIAL OWNERSHIP INFORMATION: Provide legal name, Social Security number, physical home address, date of birth and legible copy of valid unexpired government issued photo ID for individuals with 25% direct or indirect equity ownership and one individual with control over the legal entity. Businesses affected are indicated below.

We will ask about the nature/purpose of the entity and the estimated average monthly transaction volumes. Proof of assigned Employer Identification Number is recommended.

Corporations

- Secretary of State Certificate of Good Standing
- Articles of Incorporation – State stamped
- Statement of Foreign Entity – State stamped (If applicable to entity)
- Trade Name Certificate – State stamped (If applicable to state law)
- Bylaws
- Beneficial Ownership Information – See above

Limited Liability Companies

- Secretary of State Certificate of Good Standing
- Articles of Organization – State stamped
- Statement of Foreign Entity – State stamped (If applicable to entity)
- Trade Name Certificate – State stamped (If applicable to state law)
- Operating Agreement
- Beneficial Ownership Information – See above

General Partnerships

- Trade Name Certificate- State stamped (if applicable to state law)
- Partnership Agreement
- Beneficial Ownership Information – See above

Limited Liability Partnerships

- Secretary of State Certificate of Good Standing
- Formation Filing – State stamped
- Statement of Foreign Entity – State stamped (If applicable to entity)
- Trade Name Certificate – State stamped (If applicable to state law)
- Partnership Agreement
- Beneficial Ownership Information – See above

Unincorporated Associations:

- Trade Name Certificate – State stamped (If applicable to state law)
- Bylaws/Constitution
- Meeting Minutes – Naming officers
- If for a school subsidiary club, we need school permission on letterhead

Sole Proprietorships

- Trade Name Certificate – State stamped (If applicable to state law)

