



New Business Account Checklist

Since business types are different, please find your business type below for the additional specific information we will need to help you open your account.

All business accounts require the following:

- Tax Identification Number (EIN) – If applicable – Business
 - Copy of Employer Identification Number (EIN) for Business – Available at www.irs.gov
- Tax Identification Number (SSN, ITIN) – For Owners, Responsible Individuals and Authorized Signers
 - Proof of physical address (Acceptable proof of address: utility bill, bank statement, insurance policy, paystub, property tax bill, rental agreement)
- To complete Beneficial Ownership Certification Form – If there are Beneficial Owners, you will need: name, address, D.O.B., SSN, Employer & Occupation, Copy of ID for those Beneficial Owners
- \$5.00 initial membership share/deposit

Next, provide documents required below based off type of business

DBA or a Sole Proprietorship:

- The current Business License OR the Trade, Business & Fictitious Name Certificate

Partnership:

- Copy of Partnership Agreement – Prepared by an Attorney
- If Limited Partnership, we need a copy of the Limited Partnership Agreement – issued by the Secretary of State

Limited Liability Company (LLC):

- State of Delaware Certificate of Formation Limited Liability Company, stamped by the State of Delaware

Unincorporated Non-Profit Associations / Organizational:

- Copy of Bylaws/Minutes with named individuals/officers holding financial authority to establish accounts and access funds
- IRS determination letter indicating non-profit status is approved

Corporation

- Certificate of Incorporation a Stock Corporation **OR** Certificate of Incorporation a Non-Stock Corporation, stamped by the State of DE Division of Corporations

Additional documentation may be requested upon review.