



## 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](http://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)
- Operating/Banking Agreement or Bylaws
- 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

***Additional documentation may be requested upon review.***