

Required Documents for Business Accounts

1. **All Corporations, LLCs and Partnerships must provide information on Beneficial Owners who have ownership of 25% or more.** Must provide the following information for EACH beneficial owner:
 - » Name
 - » Social Security Number
 - » Date of birth
 - » Address
 - » Copy of valid Driver's License
2. **All businesses must provide proof of Tax ID (except business accounts opened under an SSN).** This can be verified with your IRS Confirmation Email or Letter, or the first page of tax returns or Schedule C.

3. One additional form of identification is required depending on the business type:

Corporation (C-Corp; S-Corp): You'll need to provide Articles of Incorporation.

Limited Liability Company (LLC): You'll need to provide a Certificate of Organization

Partnerships (General, Limited, Limited Liability): You'll need to provide a Certificate of Partnership.

Sole Proprietorship OR Club/Non-profit Organization/Unincorporated Association (opened with personal social security number): You'll need verification of your business; it must include ONE of the following:

- » City Certificate
- » Business License to Operate
- » Assumed Name Certificate
- » Tax Permit
- » Insurance papers with business and business and owner's name OR club/organization/association's name
- » Bank statement from another financial institution
- » Board Minutes
- » Signed Letter of Intent (for benefits, charities, or local accounts)
- » (Includes churches, non-profit schools, civic organizations, trade associations, labor organizations, recreational clubs, and other similar types or organizations)

If you haven't already, you need to apply for an EIN from the IRS at:

<https://sa1.www4.irs.gov/modiein/individual/index.jsp>

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