



New Business Account Check List

Documentation Required	
<p>Limited Liability Company</p> <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Organization <input type="checkbox"/> Certificate of Organization <input type="checkbox"/> Copy of DBA registration if conducting business under a different name (if applicable) <input type="checkbox"/> EIN or SSN <input type="checkbox"/> Copy of the Operating Agreement if the articles of the organization do not include the applicant applying for a business account <input type="checkbox"/> Driver's License or other government issued picture ID 	<p>Corporation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Copy of DBA or Trade name Registration, if Applicable <input type="checkbox"/> EIN <input type="checkbox"/> Driver's License
<p>Sole Proprietorship (DBA)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Business License <input type="checkbox"/> Copy of DBA or Trade Name Registration, if applicable <input type="checkbox"/> EIN or SSN <input type="checkbox"/> Driver's License 	<p>Clubs/Informal Organizations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting Minutes which designate Authorized Signer(s) <input type="checkbox"/> EIN or SSN <input type="checkbox"/> Driver's License
<p>Partnership</p> <ul style="list-style-type: none"> <input type="checkbox"/> General of Limited Partnership Agreement <input type="checkbox"/> Certificate of Limited Partnership <input type="checkbox"/> Copy of DBA or Trade name Registration, if Applicable <input type="checkbox"/> EIN <input type="checkbox"/> Driver's License 	