

Sole Proprietorship

- Copy of Fictitious/Assumed Name Registration (if applicable)
- IRS – TIN or SSN of owner
- Copy of Owner's Valid ID
- Authorization Designation Card
- Business Account Card
- Limited Power of Attorney (if applicable)

General Partnership

- Copy of Partnership Agreement
- IRS – Tax ID Letter or first page of Business Tax Return
- Copy of Business License
- Copy of ALL Partners' valid IDs
- Authorization Designation Card (**ALL** partners must sign)
- Business Account Card & Certification of Beneficial Owners

Limited Partnership

- Copy of Partnership Agreement
- IRS – Tax ID Letter or first page of Business Tax Return
- Copy of Business License
- Certificate of Limited filed with State
- Copy of Fictitious/Assumed Name Registration (if applicable)
- Copy of ALL Partners' valid IDs
- Authorization Designation Card (**ALL** partners must sign)
- Business Account Card & Certification of Beneficial Owners

Limited Liability Partnership

- Copy of Partnership Agreement
- IRS – Tax ID Letter or first page of Business Tax Return
- Copy of Business License
- Certificate of Limited filed with State
- Copy of Fictitious/Assumed Name Registration (if applicable)
- Copy of ALL Partners' valid IDs
- Authorization Designation Card (**ALL** partners must sign)
- Business Account Card & Certification of Beneficial Owners

Corporation

- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Certificate of Good Standing issued by Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Filed IRS Form 2553 – Election by a Small Business Corporation Filed IRS certification of Tac ID# (S-Corp only)
- Copy of ALL Partners' valid ID
- Authorization Designation Card (Secretary or **ALL** board of directors must sign, if Secretary, certified minutes must be provided designating Secretary)
- Business Account Card & Certification of Beneficial Owners

Single Member Limited Liability Company

- Copy of Articles of Organization and Certificate of Organization
- Operating Agreement (if exists)
- IRS – Tax ID Letter or first page of Business Tax Return
- Copy of Fictitious/Assumed Name Registration (if applicable)
- Authorization Designation Card
- Business Account Card & Certification of Beneficial Owners

Multi-Member LLC – Member Managed

- Copy of Articles of Organization and Certificate of Organization
- Operating Agreement (if exists)
- IRS – Tax ID Letter or first page of Business Tax Return
- Copy of Fictitious/Assumed Name Registration (if applicable)
- Copy of Members' Valid ID
- Authorization Designation Card (**ALL** members must sign)
- Business Account Card & Certification of Beneficial Owners

Multi-Member LLC – Manager Managed

- Copy of Articles of Organization and Certificate of Organization
- Operating Agreement (if exists)
- IRS – Tax ID Letter or first page of Business Tax Return
- Copy of Fictitious/Assumed Name Registration (if applicable)
- Copy of Manager's Valid ID
- Authorization Designation Card (**ALL** members or manager must sign)
- Business Account Card & Certification of Beneficial Owners