

# BUSINESS ACCOUNT OPENING CHECKLIST

## WHAT YOU'LL NEED

### Each business must provide:

- Business ownership documentation
- Physical address verification
- Tax Identification Number documentation

### Each authorized signer must provide:

- Valid photo ID
- Valid secondary form of identification
- Date of birth
- Physical address
- Social Security Number

### Certification of beneficial ownership

is required for corporations, partnerships, and limited liability companies, among others. The Financial Crimes Enforcement Network Definitions started collecting beneficial owner information January 1, 2024. For more information on beneficial owners, please visit [fincen.gov/boi](https://fincen.gov/boi).

### Sole Proprietorship

- Certificate of Assumed Business Name

### General Partnership

- Certificate of Assumed Business Name
- Partnership Agreement

### Limited Partnership

- Certificate of Limited Partnership
- Partnership Agreement

### Limited Liability Partnership

- Registration of Limited Liability Partnership
- Certificate of Registration of Limited Liability Partnership
- Partnership Agreement

### Limited Liability Company

- Articles of Organization
- Certificate of Organization
- Operating Agreement

### For-Profit Corporation

- Articles of Incorporation
- Certificate of Incorporation
- Bylaws
- Corporate Resolution

### Non-Profit Corporation

- Articles of Incorporation
- Certificate of Incorporation
- Bylaws
- Corporate Resolution
- IRS tax-exempt status verification

*Additional documentation or verification may be required for your business or authorized signers.*



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