



## **Business Checking and Savings Accounts — How to Apply**

1. Research which Business account works best for you and your business.
2. Gather information about your company.

Listed below are the types of documents needed for each type of business account opened:

### **DBA/Sole Proprietorship-**

- Letter from IRS showing the tax ID number if you do business under a tax ID number.
- State filed Certificate of Fictitious Name/Trade Name Certificate if the name of the business is different from your name

### **LLC-Limited Liability Company-**

- Letter from IRS issuing Tax ID number /EIN number
- Certificate of Existence
- Articles of Organization
- Operating Agreement

### **Corporation-**

- Letter from IRS issuing Tax ID/EIN number
- Certificate of Incorporation
- State filed application for certificate of incorporation
- Corporate Resolution

### **Partnership-**

- Letter from IRS issuing Tax ID/EIN number
- Certificate of Partnership
- Copy of Partnership Agreement

### **Organization-**

- When the account is opened in the name of the organization, all of the qualification criteria of the entity type, such as corporation, of the organization must be met.

### **Club/Association-**

- Certified True Copy of By-Laws of Club/ Association/ Society
- Certified True Copy of Minutes of Meeting of Management Committee. (Please include authorization to open and close accounts with the Bank and appointment of authorized signatories.)