



## Required Documentation for Business Accounts

When opening a business checking or savings account, financial institutions are required to obtain information to verify the business and the individuals associated with the business. This list will help you easily determine the documents you will need, based on your business type.

### Sole Proprietor

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers
- Certificate of Assumed Name (DBA)

### Limited Liability Company (LLC)

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers
- Copy of Operating Agreement

### General Partnership

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers
- Certificate of Assumed Name (DBA)
- Copy of Partnership Agreement

### Nonprofit Corporation or 'NPC'

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers

### Limited Partnership

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers
- Copy of Partnership Agreement

### Professional Service Corporation or 'PC'

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers

### C Corporation

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers
- Copy of Bylaws

### S Corporation

- Proof of Tax ID Number (TIN)
- Copy of Signer's Identification
- Social Security Numbers for Signers
- Copy of Bylaws