

## **Items Needed to Open a Commercial (business) Account**

### **Items Per Account Signer:**

- Government Issued Photo ID
- Address
- Mailing Address (if different)
- Employer
- Email
- Work Phone
- Home Phone
- Mobile Phone
- Birth date
- Social Security Number

If the entity documents you provide to verify your business do not accurately reflect the physical address of your business, you may need to provide additional documentation for address verification.

### **Sole Proprietor**

Government-issued identification card may be required, such as:

- Driver's license
- State-issued identification card
- U.S. passport

Business Taxpayer Identification Number such as:

- SSN
- ITIN
- Employer Identification Number (EIN)

Proof of legal name if using a doing business as (DBA) name. (DBA names differ from owner's or legal business names and are often filed with a government authority.)

### **Single Member Limited Liability Company (SMLLC)**

Government-issued identification card may be required, such as:

- Driver's license
- State-issued identification card
- U.S. passport

Business Taxpayer Identification Number, such as:

- SSN
- ITIN
- Employer Identification Number (EIN)

Business formation documents, which may include:

- Valid government-issued business license
- Letter from the Secretary of State
- Operating agreement
- Articles of incorporation
- Proof of legal name if using doing a business as (DBA) name. (DBA names differ from owner's or legal business names and are often filed with a government authority.)

### **Limited Liability Companies (LLC)**

Government-issued identification card may be required, such as:

- Driver's license
- State-issued identification card
- U.S. passport

Employer Identification Number (EIN)

Business formation documents, which may include:

- Valid government-issued business license
- Letter from the Secretary of State
- Operating agreement
- Articles of incorporation
- Proof of legal name if using a doing business as (DBA) name. (DBA names differ from owner's or legal business names and are often filed with a government authority.)

Information about additional business owners:

- Provide the name, phone number and email address of any additional business owners. They will receive a portion of this application to complete.

### **Corporation**

Government-issued identification card may be required, such as:

- Driver's license
- State-issued identification card
- U.S. passport

Employer Identification Number (EIN)

Business formation documents, which may include:

- Valid government-issued business license
- Letter from the Secretary of State
- Operating agreement
- Articles of incorporation
- Proof of legal name if using doing business as (DBA) name. (DBA names differ from owner's or legal business names and are often filed with a government authority.)

Information about additional business owners:

- Provide the name, phone number and email address of any additional business owners. They will receive a portion of this application to complete.

### **Partnership**

Government-issued identification card may be required, such as:

- Driver's license
- State-issued identification card
- U.S. passport

Employer Identification Number (EIN)

Business formation documents, which may include:

- Valid government-issued business license
- Letter from the Secretary of State
- Operating agreement
- Articles of incorporation
- Proof of legal name if using doing business as (DBA) name. (DBA names differ from owner's or legal business names and are often filed with a government authority.)

Information about additional business owners:

- Provide the name, phone number and email address of any additional business owners. They will receive a portion of this application to complete.

**Nonprofit**

Government-issued identification card may be required, such as

- Driver's license
- State issued identification card
- U.S. passport

Employer Identification Number (EIN)

Business formation documents, which may include:

- Valid government-issued business license
- Letter from the Secretary of State
- Certified articles of organization

For additional association members:

- Provide the name, phone number and email address of any additional members who will also be account owners. Members who will also be account owners will receive an application to complete their details.