

## Required Documents for New Business Accounts

Opening a new account is easy. But knowing exactly which documents to bring to the branch can be confusing – we get it! That’s why we’ve put together this simple checklist. Just find your business type and you’ll know exactly what you need to open a new account. No more extra trips to the branch. No more wasted time.

### Sole Proprietorships

- State ID, State Drivers License or Passport
- Fictitious Business Statement (filed with County Clerk)
- Proof of Publication

### Partnerships (General and Limited)

- State ID, State Drivers License or Passport for signers
- Partnership Agreement
- Fictitious Business Statement (if applicable and filed with County Clerk)
- Proof of Publication (if applicable)
- Certificate of Limited Partnership - Form LP-1 (ONLY required for Limited Partnerships and filed with the state)

### Limited Liability Corporations

- State ID, State Drivers License or Passport for signers
- Operating Agreement (filed with the state)
- Articles of Organization (filed with the state)
- Copy of the Statement of Information submitted to the Secretary of State (within the last 12 months)<sup>1</sup>
- Fictitious Business Statement (if applicable and filed with County Clerk)
- Proof of Publication (if applicable)

### S and C Corporations

- State ID, State Drivers License or Passport for signers
- Articles of Incorporation (filed with the state)
- Copy of the Statement of Information submitted to the Secretary of State (within the last 12 months)<sup>1</sup>
- Fictitious Business Statement (if applicable and filed with County Clerk)
- Proof of Publication (if applicable)

### Nonprofit Organizations

- State ID, State Drivers License or Passport for signers
- Charter or Meeting Minutes
- Articles of Incorporation (ONLY for Nonprofit Corporations and filed with the state)
- Copy of 501(c)(3) incorporation from IRS (REQUIRED for Community Dividends Accounts)
- Copy of the Statement of Information submitted to the Secretary of State (ONLY for Nonprofit Corporations and within the last 12 months)<sup>1</sup>

### Additional Documents for all Business Types (optional)

- Merchant Card Processor Statement (2-3 months is preferred)
- Analysis Statement (2-3 months is preferred)

<sup>1</sup>If you send in two identical copies of the Statement of Information at the time of filing, the state will send back one of them certified – for free.