

# New Business Account Document Checklist



We establish accounts for the following types of businesses:

- Sole Proprietorship
- General Partnerships
- Limited or Limited Liability Partnerships
- Limited Liability Corporations (LLC's)
- Corporations (S-Chapter and C-Chapter)
- Incorporated Non-profit Organization or Association
- Unincorporated Associations or Club Accounts

To open an account, please see below to determine what will be required.

## Documents Required for Each Business Type:

### Sole Proprietorship

- Copy of Fictitious Name Registration with Secretary of State
- Filed IRS Certification of Tax ID # (sole proprietorships using a SSN are exempt)
- Secretary of State website shows the business as "Fictitious Active"
- If a non-owner will sign on account, complete a Power of Attorney for authorization to sign

### General Partnership

- Partnership Agreement
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Filed IRS certification of Tax ID #
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- A resolution will be needed indicating those individuals authorized to sign on the account

### Limited Liability or Limited Partnership

- Partnership Agreement
- Certificate of Limited Partnership filed with Secretary of State
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Filed IRS certification of Tax ID #
- Secretary of State website shows the business as "Fictitious Active" (if applicable)
- A resolution will be needed indicating those individuals authorized to sign on the account

*[next page: LLC Requirements]*

## Limited Liability Company (LLC)

- Single-Member
- o Member-Managed or Manager-Managed:
  - Articles of Organization and Certificate of Organization
  - Operating Agreement
  - Certificate of Good Standing issued by the Secretary of State
  - Copy of Fictitious Name Registration with Secretary of State (if applicable)
  - Secretary of State website shows the business as “Fictitious Active” (if applicable)
  - Filed IRS Certification of Tax ID # (single member LLCs using a SSN are exempt)
  - A resolution will be needed indicating those individuals authorized to sign on the account
  - Multi-Member
- o Member-Managed
  - Articles of Organization and Certificate of Organization
  - Operating Agreement
  - Certificate of Good Standing issued by the Secretary of State
  - Copy of Fictitious Name Registration with Secretary of State (if applicable)
  - Secretary of State website shows the business as “Fictitious Active” (if applicable)
  - Filed IRS Certification of Tax ID #
  - A resolution will be needed indicating those individuals authorized to sign on the account
- o Manager-Managed
  - Articles of Organization and Certificate of Organization
  - Operating Agreement (providing for the authorized signors)
  - Certificate of Good Standing issued by the Secretary of State
  - Copy of Fictitious Name Registration with Secretary of State (if applicable)
  - Secretary of State website shows the business as “Fictitious Active” (if applicable)
  - Filed IRS Certification of Tax ID #
  - A resolution will be needed indicating those individuals authorized to sign on the account

*[next page: Corporation Requirements]*

## Corporation

- S-Corp
- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as “Fictitious Active” (if applicable)
- Filed IRS Certification of Tax ID #
- IRS Form 2553 – Election by a Small Business Corporation Filed IRS certification of Tax ID #
- A resolution of the Board of Directors indicating those officers authorized to sign on the account
- C-Corp
- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Certificate of Good Standing issued by the Secretary of State
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as “Fictitious Active” (if applicable)
- Filed IRS certification of Tax ID #
- A resolution of the Board of Directors indicating those officers authorized to sign on the account

## Incorporated Non-Profit Organizations or Associations

- Either the application for or IRS determination of non-profit status (if applicable)
- Articles of Incorporation and Certificate of Incorporation
- Bylaws
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as “Fictitious Active” (if applicable)
- Filed IRS Certification of Tax ID # (if applicable)
- A resolution indicating those officers authorized to sign on the account

## Unincorporated Associations / Club Accounts

- Bylaws (or other similar governing document)
- Filed IRS Certification of Tax ID # (if applicable)
- Copy of Fictitious Name Registration with Secretary of State (if applicable)
- Secretary of State website shows the business as “Fictitious Active” (if applicable)
- A resolution indicating those individuals authorized to sign on the account