

Documentation for Business Accounts

To assist in opening your new account, we may request the following items:

SOLE PROPRIETORSHIP

- Fictitious Name Statement¹

PARTNERSHIP/LLP

- Partnership Agreement
- Certificate of Limited Partnership (LP-1)¹
- Fictitious Name Statement¹
- Appropriate documentation for all businesses within the LLP¹
- Beneficial Ownership Certification

CORPORATION/NONPROFIT CORP

- Articles of Incorporation
- Corporate Resolution or Minutes from Board of Director's meeting listing names/titles of officers stating who is authorized to sign and authorizing the opening of the account – signed by the Secretary of the Corporation
- Fictitious Name Statement¹
- Beneficial Ownership Certification

LODGE/ASSOCIATION/NONPROFIT ORG

- Letter or resolution signed by the Secretary authorizing the establishment of the account

LLC

- Article of Organization
- Operating Agreement
- Fictitious Name Statement¹
- Appropriate documentation for all businesses (members) within the LLC¹
- Beneficial Ownership Certification

MSB

- May require additional documentation

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

¹If applicable.

