

## 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 Proprietorship

- State ID, State Driver’s License or Passport for Owners/Signers
- Fictitious Business Name Statement (if applicable; filed with County Clerk)
- Proof of Publication (if applicable)

### Partnership (General and Limited)

- State ID, State Driver’s License or Passport for Owners/Signers
- Partnership Agreement
- Fictitious Business Name Statement (if applicable; 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)
- Certificate of Limited Liability Partnership - Form LLP-1 (ONLY required for Limited Liability Partnerships and filed with the state)

### Limited Liability Company

- State ID, State Driver’s License or Passport for Owners/Signers
- Operating Agreement
- Articles of Organization (filed with the state)
- Fictitious Business Name Statement (if applicable; filed with County Clerk)
- Proof of Publication (if applicable)

### S and C Corporations

- State ID, State Driver’s License or Passport for Owners/Signers
- Articles of Incorporation (filed with the state)
- Copy of the Statement of Information filed with the Secretary of State (within the last 12 months)
- Fictitious Business Name Statement (if applicable; filed with County Clerk)
- Proof of Publication (if applicable)

### Nonprofit Corporation/Organization

- State ID, State Driver’s License or Passport for Owners/Signers
- Charter or Meeting Minutes (applicable to unincorporated associations)
- 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 filed with the Secretary of State (ONLY for Nonprofit Corporations and within the last 12 months)
- Proof of Publication (if applicable)

### Optional Documents for all Business Types

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