

BUSINESS FILE CHECKLIST

Sole Proprietorship

- _____ Business Signature Card
- _____ Authorization Designation
- _____ Authorized Signers Information Form
- _____ Copy of Employee Identification Number (EIN)/Social Security Card (as applicable)
- _____ Trade Name Registration (as applicable)
- _____ Due Diligence Questionnaire
- _____ Copy of Driver's License for all Owners and Signers

Limited Liability Company

- _____ Business Signature Card
- _____ Authorization Designation
- _____ Authorized Signers Information Form
- _____ Copy of Employee Identification Number (EIN)/Social Security Card (as applicable)
- _____ Articles of Organization
- _____ Trade Name Registration (as applicable)
- _____ Due Diligence Questionnaire
- _____ Copy of Driver's License for all Owners and Signers

Partnership- General/Limited/Limited Liability

- _____ Business Signature Card
- _____ Authorization Designation
- _____ Authorized Signers Information Form
- _____ Copy of Employee Identification Number (EIN)
- _____ Statement of Partnership Authority/Partnership Agreement (For General Partnerships) _____ Certificate of Limited Partnership (For Limited Partnerships)
- _____ Certificate of Domestic Limited Liability Partnership (For Limited Liability Partnerships)
- _____ Trade Name Registration (as applicable)
- _____ Due Diligence Questionnaire
- _____ Copy of Driver's License for all Owners and Signers

Corporation- Profit/Non-profit/C-Corp/S-Corp

- _____ Business Signature Card
- _____ Authorization Designation
- _____ Authorized Signers Information Form
- _____ Copy of Employee Identification Number (EIN)
- _____ Articles of Incorporation
- _____ Trade Name Registration (as applicable)
- _____ Board of Directors Meeting Minutes
- _____ Due Diligence Questionnaire
- _____ Copy of Driver's License for all Owners and Signers

Unincorporated Organization

- _____ Business Signature Card
- _____ Authorization Designation
- _____ Authorized Signers Information Form
- _____ Copy of Employee Identification Number (EIN)
- _____ Trade Name Registration
- _____ Board of Directors Meeting Minutes
- _____ Due Diligence Questionnaire
- _____ Copy of Driver's License for all Owners and Signers

Business Account Document Matrix Opening Account

Documents	Type of Account				
	<i>Sole Proprietor</i>	<i>LLC</i>	<i>Partnership</i>	<i>Corporation</i>	<i>Unincorporated Organization</i>
Business Signature Card	X	X	X	X	X
Authorization Designation	X	X	X	X	X
Authorized Signers Information Form	X	X	X	X	X
Due Diligence Questionnaire	X	X	X	X	X
Business Documents	<i>Sole Proprietor</i>	<i>LLC</i>	<i>Partnership</i>	<i>Corporation</i>	<i>Unincorporated Organization</i>
Owner(s) Valid Government Issued ID(s)	X	X	X	X	X
Signed Board of Directors Minutes Authorizing Account				X	X
Partnership Agreement			X		
Government Documents	<i>Sole Proprietor</i>	<i>LLC</i>	<i>Partnership</i>	<i>Corporation</i>	<i>Unincorporated Organization</i>
Employer Identification Number (EIN)	Social Security Number can be used in place of EIN	Social Security # can be used in place of EIN if Single Member Bus	X	X	X
Trade Name Registration Certificate	If Sole Proprietor wants company name other than their legal name	If LLC owns a company that has a different name	If Partnership owns a company that has a different name	If Corporation owns a company that has a different name	If Organization wants name other than the owners legal name
Articles of Incorporation				X	
Articles of Organization for Domestic LLC		X			
Statement of Partnership Authority			If Partnership is a General Partnership		
Certificate of Limited Partnership			If Partnership is a Limited Partnership		
Statement of Domestic Qualification Limited Liability Partnership			If Partnership is a Limited Liability Partnership		