



What you'll need to open a business checking account

Use this checklist to collect the documents you'll need to bring with you when you open a business checking account.

Required Items Needed for all Businesses:

- IRS EIN Letter (if EIN is used for Business)
- Physical and Mailing address(es)
- Email address
- Phone numbers
- \$100 to open a business account

Required Items Needed for Each Account Signer:

- A color copy of the driver's license (a mobile phone photo will suffice)
- Date of birth
- Social Security number
- Home address
- Email address
- \$5 is required to establish membership with Share Savings

Depending on the type of business you have, you'll also need to bring the following:

Sole Proprietorship

- Social Security number of the owner **or** EIN Acknowledgment (Certificate) of registered name from the County where the business filed

Limited Liability Company (LLC)

- Certified Articles of Organization listing/executed by all applicable members
- Operating Agreement (if there are multiple owners)

Partnership

- Partnership Agreement listing/executed by all applicable partners
- Certificate of Partnership

Corporation (Regardless of profit or non-profit, i.e. 501c3 status)

- Certified Articles of Incorporation listing/executed by all applicable owners
- Corporation Bylaws
- Corporation Minutes – required if Bylaws are insufficient in naming persons with authority to open and conduct bank business.



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