

Business Documents Needed to Open a Business Account

Sole Proprietor

- SSN or EIN (one or the other, not both). If EIN, we need the IRS letter stating the number for verification
- Certificate of Assumed Name filed with the State (if applicable)
- Certificate of Good Standing (only if Assumed Name is filed with the State. Universal Banker obtains from Secretary of State website)

Limited Liability Company (LLC)

- EIN, we need the IRS letter stating the number for verification
 - Single member LLCs CAN use their SSN
- Articles of Organization filed with the State
- Non-profit? Must supply the IRS notification of 501(c) or 501(c)(3) status
- Certificate of Assumed Name filed with the State (if applicable)
- Certificate of Good Standing (Universal Banker obtains from Secretary of State website)
 - If an Assumed Name is filed, obtain the Certificate of Good standing for the assumed name as well

Corporation

- EIN, we need the IRS letter stating the number for verification
- Articles of Incorporation filed with the State
- Non-profit? Must supply the IRS notification of 501(c) or 501(c)(3) status
- Certificate of Assumed Name filed with the State (if applicable)
- Certificate of Good Standing (Universal Banker obtains from Secretary of State website)
 - If an Assumed Name is filed, obtain the Certificate of Good standing for the assumed name as well

Unincorporated Associations

- EIN, we need the IRS letter stating the number for verification
- Resolutions/By-laws/Meeting minutes

General Partnership

- EIN, we need the IRS letter stating the number for verification
- Certificate of Assumed Name filed with the State (if applicable)
- Copy of Partnership Agreement (if available)
- Certificate of Good Standing (only if Assumed Name is filed with the State. Universal Banker obtains from Secretary of State website)

Limited Partnership (LP)

- EIN, we need the IRS letter stating the number for verification
- Certificate of Limited Partnership filed with the State
- Copy of Partnership Agreement
- Certificate of Good Standing (Universal Banker obtains from Secretary of State website)

Limited Liability Partnership (LLP)

- EIN, we need the IRS letter stating the number for verification
- Certificate of Qualification filed with the State
- Copy of Partnership Agreement
- Certificate of Good Standing (Universal Banker obtains from Secretary of State website)