

Sole Proprietorship

1. Valid state issued driver's license or state issued I.D. card
2. Social security card or other verification* of social security number
3. Proof of registration with the state: stamped and dated Trade Name Registration or state Sales Tax License

Partnership Account

1. Partnership agreement listing all partners, filed with the state, stamped and dated
2. Federal IRS Tax I.D. # issue form
3. Minutes from a meeting stating who is authorized to do the banking, unless that information is included in the partnership agreement

Corporate Account (profit or non-profit)

1. Articles of Incorporation listing all corporate officers, filed with the state, stamped and dated
2. Minutes of a meeting stating who is authorized to do the banking, unless that information is included in the Articles of Incorporation
3. Federal IRS Tax I.D. # issue form

Limited Liability Company (LLC)

1. LLC Agreement listing all members, filed with the state, stamped and dated
2. Minutes of a meeting stating who is authorized to do the banking, unless that information is included in the LLC agreement
3. Federal IRS Tax I.D. # issue form

Non-Profit Organization (not incorporated)

1. Federal IRS Tax I.D. # issue form
2. Minutes from a meeting, signed and dated by the secretary, containing a list of officers and signers on the account

An Officer/Supervisor Must Approve Any Exceptions to the Above

- * Social security card
- * Social security number on valid driver's license
- * Social security number on health insurance card
- * Social security number on payroll stub
- * Social security number on IRS tax form 104