

## BUSINESS DOCUMENTS NEEDED TO OPEN A BUSINESS ACCOUNT

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### **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
- Operating Agreement/Company By-laws
  - Either document to show who has authority within the company
- 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 (INCLUDING NON-PROFIT CORPORATIONS)**

- EIN, we need the IRS letter stating the number for verification
- Articles of Incorporation filed with the State
- Operating Agreement/Company By-laws
  - Either document to show who has authority within the company
- 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
  - Either document to show who has authority within the company

### **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)