

Business Account Checklist

Business Type	Documentation Required
Sole Proprietorship	<input type="checkbox"/> Completed Business Application <input type="checkbox"/> State Driver's License, Non-Driver's Photo Identification (State Issued) , or U.S. Passport for each authorized signer <input type="checkbox"/> Tax ID assignment or verification (IRS Documentation or other legal government entity documentation such as a filed tax return or business license). If owner is using their own SSN#, verify against the soft credit bureau <input type="checkbox"/> Filed Fictitious Name Certificate (if applicable)
General Partnership	<input type="checkbox"/> Completed Business Application <input type="checkbox"/> State Driver's License, Non-Driver's Photo Identification (State Issued) , or U.S. Passport for each authorized signer <input type="checkbox"/> Tax ID assignment or verification (IRS Documentation or other legal government entity documentation such as a filed tax return or business license) <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Filed Fictitious Name Certificate (if applicable)
Limited Partnership	<input type="checkbox"/> Completed Business Application <input type="checkbox"/> State Driver's License, Non-Driver's Photo Identification (State Issued) , or U.S. Passport for each authorized signer <input type="checkbox"/> Tax ID assignment or verification (IRS Documentation or other legal government entity documentation such as a filed tax return or business license) <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Certificate of Limited Partnership <input type="checkbox"/> Filed Fictitious Name Certificate (if applicable)
Limited Liability Company	<input type="checkbox"/> Completed Business Application <input type="checkbox"/> State Driver's License, Non-Driver's Photo Identification (State Issued) , or U.S. Passport for each authorized signer <input type="checkbox"/> Tax ID assignment or verification (IRS Documentation or other legal government entity documentation such as a filed tax return or business license) <input type="checkbox"/> Articles of Organization <input type="checkbox"/> Operating Agreement
Corporation	<input type="checkbox"/> Completed Business Application <input type="checkbox"/> State Driver's License, Non-Driver's Photo Identification (State Issued) , or U.S. Passport for each authorized signer <input type="checkbox"/> Tax ID assignment or verification (IRS Documentation or other legal government entity documentation such as a filed tax return or business license) <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Bylaws (for non-profit corporations only)
Unincorporated Organization/Association	<input type="checkbox"/> Completed Business Application <input type="checkbox"/> State Driver's License, Non-Driver's Photo Identification (State Issued) , or U.S. Passport for each authorized signer <input type="checkbox"/> Tax ID assignment or verification (IRS Documentation or other legal government entity documentation such as a filed tax return or business license) <input type="checkbox"/> Articles of Association <i>or</i> Charter