

Business Account - Documentation Sheet

Business Type	Original Documentation required
Sole Proprietorship	Completed Business Deposit Agreement Certification of Tax ID/Social Security Business License/Sales Tax Appropriate identification for all signers *All persons named as authorized signers on the account must sign in person at the branch or have their signature notarized on the Signature Card.
General or Informational Partnership	Completed Business Deposit Agreement Partnership Agreement Filed Fictitious Business Name Statement Certification of Tax ID Business License/Sales Tax Appropriate identification for all signers Proof of Publication *All persons named as authorized signers on the account must sign in person at the branch or have their signature notarized on the Signature Card.
Non-Profit Organization	Completed Business Deposit Agreement Company Charter or By-Laws (must Certification of Tax ID/Social Security Number Appropriate identification for all signers *All persons named as authorized signers on the account must sign in person at the branch or have their signature notarized on the Signature Card.
Corporation	Completed Business Deposit Agreement Articles of Incorporation (must be file number-stamped) Certification from Secretary of State (must be file number-stamped) Corporate Resolution (must be completed, signed and dated by corporate secretary) Certification of Tax ID/Social Security Number Business License/Sales Tax Certificate/Seller's Permit (optional in some cities or counties) Appropriate identification for all signers *All persons named as authorized signers on the account must sign in person at the branch or have their signature notarized on the Signature Card.