

Business Accounts and Requirements

Effective April 1, 2018

Business Type	Identification	Required Documents
DBA/ Sole Proprietorship	<ul style="list-style-type: none"> ▶ Appropriate Identification for all authorized signers ▶ SSN/EIN – Documentation not required 	<ul style="list-style-type: none"> ▶ Trade Name Certificate OR Business License reflecting the Business Name
Limited Liability Company (LLC)	<ul style="list-style-type: none"> ▶ Appropriate Identification for all authorized signers ▶ SSN/EIN – Documentation not required 	<ul style="list-style-type: none"> ▶ Articles of Organization ▶ Trade Name Certificate OR Business License reflecting the Business Name (if requesting DBA) ▶ Signature of all LLC members (for Member managed LLC) OR Signature of all LLC managers (for Manager managed LLC) for Authorization Designation
CORPORATIONS: For Profit	<ul style="list-style-type: none"> ▶ Appropriate Identification for all authorized signers ▶ SSN/EIN – Documentation not required 	<ul style="list-style-type: none"> ▶ Articles of Incorporation ▶ Trade Name Certificate OR Business License reflecting the Business Name (if requesting DBA) ▶ Signature of Corporate Officer for Authorization Designation
CORPORATIONS: Non-Profit 501 C	<ul style="list-style-type: none"> ▶ Appropriate Identification for all authorized signers ▶ SSN/EIN – Documentation not required 	<ul style="list-style-type: none"> ▶ Articles of Incorporation stating non-profit status ▶ Trade Name Certificate OR Business License reflecting the Business Name (if requesting DBA) ▶ Signature of Corporate Officer for Authorization Designation
Club/Associations	<ul style="list-style-type: none"> ▶ Appropriate Identification for all authorized signers ▶ SSN/EIN – Documentation not required 	<ul style="list-style-type: none"> ▶ Letter or meeting minutes on organization's letterhead containing official name of organization and authorized signers to be on account ▶ Trade Name Certificate OR Business License reflecting the Business Name (if requesting DBA) ▶ Official Recognition Document for National type organizations