

## BUSINESS CHECKING

# Account Opening Checklist

**Be prepared. Save time. Open your account with confidence.**

Use this checklist to gather what you'll need to open your business checking account.

### Business Information

Have these basic details ready:

- Business name
- Trade name or DBA (if applicable)
- Tax Identification Number (TIN/EIN)
- Physical business address
- Mailing address (if different)

### Business Entity Documentation

Required documents vary based on your business structure. Examples may include:

- Articles of Incorporation or Organization
- Operating Agreement
- Partnership Agreement
- Business license or registration

### Ownership Information

For each individual with **25% or more ownership**, provide:

- Full legal name
- Date of birth
- Social Security Number (SSN)
- Residential address
- Ownership percentage

### Authorized Signers or Account Representatives

For anyone authorized to act on the account, bring:

- Full legal name
- Date of birth
- Residential address
- SSN or TIN
- Title or role within the business
- Government-issued photo ID

