

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



