

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