

**NEW COMMERCIAL CHECKING ACCOUNT APPLICATION**

Type of Entity:  Corporation  LLC  LLP  General Partnership  Sole Proprietorship  
 Association  Decedent's Estate  Guardianship Estate  Formal Trust

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing \_\_\_\_\_  
 \_\_\_\_\_ Mailing \_\_\_\_\_

\*\*Tax ID Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

**\*\*Please see Business Guide To Determine Type of Tax ID required**

Authorized Signers & Titles	Social Security #	Date of Birth	ID Type	Issued By	ID #	Issue Date	Exp Date

The following documents may be required to verify the identity and/or existence of the business.

**Corporation (TIN)**

- Articles of Incorporation
- Corporate Resolution
- Certificate of Good Standing with Sec of State
- By-Laws

**LLC (SEE NOTE)**

- Operating Agreement
- Corporate Resolution
- Certificate of Good Standing with Sec of State

LLC Multiple Members (TIN), Single Member (TIN), Single Owner (SSN)

**LLP (TIN)**

- Partnership Agreement
- Corporate Resolution
- Certificate of Good Standing with Sec of State

**General Partnership (TIN, can be SSN RARELY)**

- Partnership Agreement
- Copy of IRS letter assigning TIN
- Unexpired Business License
- DBA Name Registration

**Sole Proprietorship (SSN)**

- Primary ID of Owner
- Certification of Trade Name Filing or Business License

**Association (Churches, Charities, Non-Profit, Civic) (TIN)**

- Minutes
- Copy of IRS Letter awarding tax except/non-profit status
- Unexpired business license or DBA name registration

**Decedent's Estate (TIN)**

- Certified copy of court order naming personal rep

**Guardianship Estate (Beneficiary's SSN)**

- Certified copy of court order naming personal rep

**Formal Trust (TIN)**

- Trust Agreement or Written Certification by attorney who prepared trust

**\*\*\*All Accounts\*\*\***

- Risk Assessment  OFAC  TIN Verification
- Copy of IDs  Red Flag Documentation

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. The business documents referenced above may be requested to verify the existence of the entity. I/We authorize the Bank to obtain a consumer report as a part of the account opening procedure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Account Number: \_\_\_\_\_

Date opened: \_\_\_\_\_

By: \_\_\_\_\_

DEPOSIT AMOUNT: \$ \_\_\_\_\_ BY CHECK / CASH / TRANS ACCT# \_\_\_\_\_