

NEW COMMERCIAL CHECKING ACCOUNT APPLICATION

Type of Entity:	Sole Proprietorship	Corporation	Partnership (LLP)	LLC	Club or Group	Unincorporated Association	Estate	Other

Business Name: _____

Physical Address: _____ **Mailing:** _____

Tax ID Number: _____ **Telephone:** _____

Authorized Signers & Titles	SSN	Date of Birth	ID Type & issued by:	ID #	Issue Date	Expiration Date

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

Sole Proprietor

- Primary ID of owner
- Certification of Trade Name or Fictitious Business Name Filing or Business License
- Only one owner/can add authorized signer

Corporation

- Corporate Resolution
- Articles of Incorporation
- Secretary of State Registration

Partnership

- Partnership Authorization/Agreement
- Secretary of State Registration
- General partnership does not have written agreement

Limited Liability Corp

- LLC Resolution
- Articles of Organization
- Operating Agreement
- Secretary of State Registration
- Sole member LLC may use SSN

Unincorporated Association

- Letter from elected secretary authorizing acct TIN of the associaton, not SSN of signer

Recreation or Club Acct

- Meeting minutes authorizing acct & signers TIN of club or group, not SSN of signer

Estate

- Letters of Testamentary or Letters of Administration
- TIN of estate, not SSN of deceased
- Death Certificate (not required)

ALL ACCOUNTS-in addition to specific docs

- Business Questionnaire
- Business Risk Assessment
- OFAC Business name
- TIN verification - IRS SS-4 (www.irs.gov)
- Any discrepancy/red flag documentation
- Copy of Identification

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: _____