

Business Bank Account Required Documents Checklist

The documents needed to open a business bank account vary based on your business structure. We have broken down these requirements by entity type.

Use the navigation below to find the section that pertains to your business:



Sole Proprietorship



Corporation (C-Corp and S-Corp)



Partnership



Limited Liability Company (LLC)

Sole Proprietorship Required Documents

The following information may be required to open an account as a sole proprietor:

- ☐ **Certificate of Assumed Business Name or Doing Business As (DBA):** This is also known as a fictitious name certificate. This document proves the sole proprietor has registered the business and has the right to use a name other than the owner's legal name.
- ☐ **Personal information of each signer:** Name, address, and phone number of each member
- ☐ **Employer Identification Number (EIN):** If obtained
- ☐ **Government-issued identification for each person on the account**

Partnership Required Documents

The following information may be required to open an account as a partnership:

- ☐ **Name and address of business**
- ☐ **Employer Identification Number (EIN)**
- ☐ **Date business was established**
- ☐ **State of legal business formation**

Partnership Required Documents (cont'd)

- ☐ **Your business's formation documents:** This will include any documents you filed to establish your business
- ☐ **Organization documents**
- ☐ **Partnership Agreement**
- ☐ **Local or state business licenses** (if required)
- ☐ **Personal information of each signer:** Name, address, and phone number of each member
- ☐ **Beneficial owners:** A beneficial owner is an individual/natural person who directly or indirectly owns or controls at least 25% of the company
- ☐ **Government-issued identification for each partner on the account**

Corporation (C-Corp and S-Corp) Required Documents

The following information may be required to open an account as a corporation:

- ☐ **Name and address of business**
- ☐ **Employer Identification Number (EIN)**
- ☐ **Date business was established**
- ☐ **State of legal business formation**
- ☐ **Your business's formation documents:** This will include any documents you filed to establish your business such as Articles of Incorporation, Bylaws, and a Corporate Charter.
- ☐ **Corporate Resolution:** This is a legal document that records all the corporation's board of directors and lists the permissions and decision-making permissions of each member
- ☐ **Local or state business licenses** (if required)
- ☐ **Personal information of each signer:** Name, address, and phone number of each member
- ☐ **Beneficial owners:** A beneficial owner is an individual/natural person who directly or indirectly owns or controls at least 25% of the company
- ☐ **Government-issued identification for each signer on the account**

Limited Liability Company (LLC) Required Documents

The following information may be required to open an account as an LLC:

- ☐ **Name and address of business**
- ☐ **Employer Identification Number (EIN)**
- ☐ **Date business was established**
- ☐ **State of legal business formation**
- ☐ **Your business's formation documents:** This will include any documents you filed to establish your business. This is referred to as the Articles of Organization
- ☐ **Operating Agreement:** This is a document that records all the business members and lists their permissions and decision-making permissions
- ☐ **Local or state business licenses** (if required)
- ☐ **Personal information of each signer:** Name, address, and phone number of each member
- ☐ **Beneficial owners:** A beneficial owner is an individual/natural person who directly or indirectly owns or controls at least 25% of the company
- ☐ **Government-issued identification for each partner on the account**