

Required Documentation for Business Accounts

When opening a business checking or savings account, financial institutions are required to obtain information to verify the business and the individuals associated with the business. This list will help you easily determine the documents you will need, based on your business type.

Sole Proprietor

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Certificate of Assumed Name (DBA)

General Partnership

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Certificate of Assumed Name (DBA)
- ____ Copy of Partnership Agreement (optional)

Limited Partnership

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Copy of Partnership Agreement (optional)
- ____ Proof of registration with LARA

C Corporation

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Copy of Bylaws (optional)
- ____ Proof of registration with LARA

Limited Liability Company (LLC)

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Copy of Operating Agreement (optional)
- ____ Proof of registration with LARA

Nonprofit Corporation or 'NPC'

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Proof of registration with LARA
- ____ Meeting Minutes or Letter of Changes

Professional Service Corporation or 'PC'

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Proof of registration with LARA

S Corporation

- ____ Proof of Tax ID Number (TIN)
- ____ Copy of Signer's Identification
- ____ Social Security Numbers for Signers
- ____ Copy of Bylaws (optional)
- ____ Proof of registration with LARA