

Business Membership Documentation Requirements

TYPE OF ACCOUNT	DOCUMENTATION NEEDED
Sole Proprietorship	<ul style="list-style-type: none"> • Fictitious name statement or Business License • Social Security Number or Employer Identification Number (EIN) • Identification of owner
Partnership	<ul style="list-style-type: none"> • Assumed Name Certificate • EIN • Partnership Agreement • Identification of Partners opening membership • Beneficial Ownership identification*
Limited Liability Company	<ul style="list-style-type: none"> • Articles of Organization • Operating Agreement if available • If applicable, Fictitious Name Certificate or Certificate of Assumed Name or Business License • LLC must be included in the Title • Single LLC – EIN NOT required and Officers • Multiple LLC – EIN required and Officers • Beneficial Ownership identification*
Corporation	<ul style="list-style-type: none"> • Certificate of Incorporation stamped “filed” with a receipt • EIN • Minutes of Board Meeting outlining Officers • Corporate Resolution • Identification of Officers and signers • Beneficial Ownership identification*
Associations and Nonprofit	<ul style="list-style-type: none"> • Identification on officers • By-Laws • Minutes • EIN • Resolution

*Per FinCEN regulation as of May 11,2018, Financial institutions are required to collect the following for any individual with 25% or more ownership in a business and an individual with significant operational control over the business, if different than the owners:

- Name
- Date of Birth
- Physical Address
- Social Security Number or other similar information, in the case of foreign persons
- Driver License or Passport