

Required Documentation for Business Accounts

Sole Proprietorship

Bring the following:

- Name registration filed online with the Ohio Secretary of State (Form 534A)
 - Employer Identification Number (EIN) letter from the IRS
 - Valid identification on all signers
 - Treadwell – Form Certification Regarding Beneficial Owners of Legal Entity Customers
 - *Additional documents may be requested*
-

LLC / Partnership

Bring the following:

- Articles of Organization filed online with the Ohio Secretary of State (Form 533A)
 - Employer Identification Number (EIN) letter from the IRS
 - Operating Agreement / Partnership Agreement (*not required for single-member LLCs*)
 - Valid identification on all signers
 - Treadwell – Form Certification Regarding Beneficial Owners of Legal Entity Customers
 - *Additional documents may be requested*
-

For-Profit Corporations (Inc.)

Bring the following:

- Articles of Incorporation filed online with the Ohio Secretary of State (Form 532A)
 - EIN letter from the IRS and/or Federal Tax Return (*only if not using personal SSN*)
 - Articles of Incorporation, By-laws, Code of Regulations, Charters and/or Constitutions (*stating who has authority to manage financial deposit accounts*)
 - Valid identification on all signers
 - Treadwell – Form Certification Regarding Beneficial Owners of Legal Entity Customers
 - *Additional documents may be requested*
-

Non-Profit Corporations

Bring the following:

- Articles of Incorporation filed online with the Ohio Secretary of State (Form 532B)
- EIN letter from the IRS, Federal Tax Return, and/or W-9 (IRS)
- Minutes / Corporate Resolution / By-Laws signed by the Board of Directors/ Trustees/ Charters or Constitutions (*stating who has authority to manage financial deposit accounts*)
- Valid identification on all signers
- *Additional documents may be requested*