

New Account Identification for Business/Commercial Accounts

Type of Business	Forms of Identification
Sole Proprietorship	<p style="text-align: center;">Current picture ID and 1 of the following</p> <ul style="list-style-type: none"> ➤ Business license or Retail license ➤ Previous or current tax return with schedule C ➤ IRS letter 147C or IRS form SS-4
Partnership	<p style="text-align: center;">Current picture ID and 2 of the following</p> <ul style="list-style-type: none"> ➤ Business License or Retail license ➤ Partnership or operating agreement ➤ Previous or current tax return with schedule C ➤ Certificate of Existence ➤ IRS letter 147C or IRS form SS-4
Corporation Or LLC	<p style="text-align: center;">Current picture ID and 2 of the following</p> <ul style="list-style-type: none"> ➤ Business License or Retail license ➤ Certificate of Existence ➤ Articles of Incorporation or Organization ➤ IRS letter 147C or IRS form SS-4
Organization Or Association	<p style="text-align: center;">Current picture ID and 2 of the following</p> <ul style="list-style-type: none"> ➤ Copy of minutes appointing officers ➤ Certificate of Existence ➤ Articles of Incorporation or Organization ➤ Letter from secretary authorizing signers ➤ IRS letter 147C or IRS form SS-4

*If a business is unable to provide the appropriate documents, an account **cannot** be opened.