



BUSINESS ACCOUNT VERIFICATION DOCUMENTS

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When opening a business account, we are required to obtain information verifying the business as well as the individuals associated with the business. Business documents will be different depending on the type of business.

IDENTIFICATION METHODS

The bank requires the following identification methods prior to opening an account.

Legal Name and Photo Identification

In order to open an account, you must present a valid, government issued photo ID: Driver's License, U.S. Passport, Alien Registration.

Social Security Number or Tax Identification Number

You are required to have a valid Social Security Number (SSN) or Tax Identification Number (TIN) to open an account.

Address

A valid address is also required to open an account. You may use a PO Box, but are required to include a physical address on the account. An acceptable proof of address is any current, official document on which the name and address is clearly printed.

BUSINESS ACCOUNT OWNERSHIP CATEGORIES

Sole Proprietorship Account

A sole proprietorship is a business account owned by one person that is not registered with the state like a limited liability company (LLC) or corporation. However, most states require a business operating under an assumed or fictitious name, such as "DBAs" for "doing business as" to register that name. For community property states, refer to state law as to ownership rule.

General Partnership Account

A partnership account is a business account that is an unincorporated association of two or more individuals.

For details on Limited Partnerships and Limited Liability Partnerships, contact your local banker.

Corporation or Limited Liability Corporation (LLC) Account

A corporation or LLC account is a business account in which the legal entity is separate and distinct from its owners.

GETTING STARTED

Basic information you must provide about individuals associated with the account include: name, address, date of birth, SSN and a valid driver's license or other government issued photo ID for all authorized signers and for the person controlling the business or organization. Please see below for additional documentation needed based on the applicable business type.

SOLE PROPRIETOR

If the business name does not include the legal first and last name of the owner, the customer will need to provide the following documents:

- ☐ Fictitious Name Certificate, Statement/Certificate of Assumed Name, or Registration of Trade Name
- ☐ EIN Verification

PARTNERSHIPS / GENERAL PARTNERSHIP

The customer will need to provide the following business documents:

- ☐ Partnership Agreement
- ☐ Fictitious Name Certificate or Statement/Certificate of Assumed Name
- ☐ EIN Verification
- ☐ Beneficial Owners- Copies of Driver's License or Govt. Photo ID for all owners 25% or more.

LIMITED PARTNERSHIP

The customer will need to provide the following business documents:

- ☐ Certificate of Limited Partnership
- ☐ Partnership Agreement
- ☐ EIN Verification
- ☐ Beneficial Owners- Copies of Driver's License or Govt. Photo ID for all owners 25% or more.

LIMITED LIABILITY PARTNERSHIP

The customer will need to provide the following business documents:

- ☐ Statement of Qualification
- ☐ Partnership Agreement
- ☐ EIN Verification
- ☐ Beneficial Owners- Copies of Driver's License or Govt. Photo ID for all owners 25% or more.

LIMITED LIABILITY COMPANY

The customer will need to provide the following business documents:

- ☐ Articles of Organization or Certificate of Organization/Formation
- ☐ Operating Agreement or Member Control Agreement (Unless a Sole Member LLC)
- ☐ EIN Verification
- ☐ Beneficial Owners- Copies of Driver's License or Govt. Photo ID for all owners 25% or more.

CORPORATION


The customer will need to provide the following business documents:

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ EIN Verification
- ☐ Beneficial Owners- Copies of Driver's License or Govt. Photo ID for all owners 25% or more.

SOCIAL/RECREATIONAL CLUBS, UNINCORPORATED ASSOCIATIONS AND CIVIC GROUPS


The customer will need to contact local banker. Documentation may include, but is not limited to:

- ☐ EIN Verification
- ☐ Board/Committee Meeting Minutes
- ☐ Documentation Applicable to how the Association/Club was Organized



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