

UNINCORPORATED ASSOCIATION/CLUB Business Account Information Checklist

Individuals that need to be present to open the account:

An authorized representative must be present (Examples: President, Vice President, Treasurer or Secretary).
Any individual that will be added as an Authorized Signer.

Information required to open the account:

- Personal information:
 - Personal Identification-Government Issued ID (State issued driver's license, Passport, etc.)
 - Social Security Number
- Business Documentation:
 - Tax Identification Number- A document verifying Employer Identification Number (EIN) is required (EIN Assignment Letter from the IRS, first page of a federal tax return, etc.)
 - Charter/Bylaws, if applicable
 - Resolution or Meeting Minutes reflecting authorized signers

Additional information will be requested:

- Business address
- Phone number
- Length of time in business
- Nature of the business
- Types of transactions and anticipated volume
- Business primary trade area
- Annual sales
- Source of funds to open the account
- Purpose of the business account
- Number of employees
- Names of other Financial Institutions the business has accounts with