



To keep our financial system safe and secure from illegal money laundering activities and the funding of terrorism, federal law requires banks to collect and verify personal identification for each owner of an account.

Required Business Documents

- Proof of EIN (Employer ID number issued by the IRS)
- Certificate of Organization or Corporation (according to how the business is registered)
- Articles of Organization or Corporation (according to how the business is registered)
- Registration of Fictitious Name (for DBA/sole proprietorship only)
- Operating Agreement (for LLC businesses only)

For all signers on a business account, we must collect:

- Personal information:
 - name
 - date of birth
 - address*
 - phone number
 - Social Security/Taxpayer ID/Passport/Alien ID number
 - email address
- Unexpired photo ID—*any one (1) form of the following Primary identification documents*
 - driver's license
 - state ID card
 - military ID
 - federal government employee card
 - passport
 - alien registration card
 - permanent resident card

**If current address is different from the address listed on your photo ID, you must provide Proof of Residency. You must provide one (1) form from the list below.*

- most recent W2 (not more than 18 months old)
- previous year tax return
- bank statement (not more than 2 months old)
- annual social security statement for current or preceding calendar year
- utility bill (not more than 2 months old)
- personal property or real estate receipt paid within last year
- voter registration card
- current auto or life insurance bill (card & policies are not accepted)
- deed, mortgage, monthly mortgage statement or rental/lease agreement