



Business Account Checklist

Sole Proprietorships (DBA Accounts)

***DBA accounts use the owner's SSN for reporting. If using an EIN, it will be a corporate business account. See Sole Proprietorship.**

- Business Account Application
- Trade Name Certificate
- Sole Proprietor Resolution
- Copy of valid ID for all authorized signers on the account

Sole Proprietorships

***This type of account uses an EIN, it will be a corporate business account. If using a EIN, it can be set-up as a DBA account using the owner's SSN.**

- Business Account Application
- Trade Name Certificate
- Sole Proprietor Resolution
- Copy of valid ID for all authorized signers on the account

Partnerships

- Business Account Application
- Trade Name Certificate (or proof of existence with Secretary of State)
- Copy of valid ID for all authorized signers on the account
- Partnership Agreement
- City License
- Partner's Resolution
- EIN



Corporations

- Business Account Application
- Trade Name Certificate (or proof of existence with Secretary of State)
- Copy of valid ID for all authorized signers on the account
- Application for Group Membership
- Articles of Incorporation
- Corporate Resolution
- EIN

Limited Liability Company

- Business Account Application
- Trade Name Certificate (or proof of existence with Secretary of State)
- Copy of valid ID for all authorized signers on the account
- Application for Group Membership
- Articles of Incorporation
- Corporate Resolution
- EIN

Non-Profit Organization

- Copies of the Charter, Articles of Incorporation, and/or By-Laws w/all amendments
- Board of Director's Resolution
- Letter from the IRS indicating the organization's non-profit status
- Trade Name Certificate (or proof of existence with Secretary of State)
- Copy of valid ID for all authorized signers on the account
- EIN



Association/Clubs/Lodges

- Business Account Application
- Copies of the Charter, Articles of Incorporation, Signed Meeting Minutes and/or By-Laws w/all amendments
- Board of Director's Resolution
- Copy of valid ID for all authorized signers on the account
- EIN