



## Business Account Checklist

### Required Documents for ALL Business Accounts:

- 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
- Enhanced Due Diligence Checklist w/Certification of Beneficial Owner

### Sole Proprietorships (DBA Accounts)- that uses the owner's SSN.

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

- Sole Proprietor Resolution

### Sole Proprietorships that uses an EIN.

- Sole Proprietor Resolution
- EIN – Letter from IRS or copy of most recent tax return

### Partnerships

- Partnership Agreement
- Partner's Resolution
- EIN – Letter from IRS or copy of most recent tax return

### Corporations

- Articles of Incorporation
- Corporate Resolution
- EIN – Letter from IRS or copy of most recent tax return



**Limited Liability Company**

- \_\_\_ Application for Group Membership
- \_\_\_ Articles of Organization
- \_\_\_ Corporate Resolution
- \_\_\_ EIN – Letter from IRS or copy of most recent tax return

**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. Notify your manager once opened.
- \_\_\_ EIN – Letter from IRS or copy of most recent tax return

**Association/Clubs/Lodges**

- \_\_\_ Copies of the Charter, Articles of Incorporation, By-Laws w/all amendments, and/or Minutes from last meeting With instructions relating to a bank account.
- \_\_\_ Board of Director’s Resolution
- \_\_\_ EIN – Letter from IRS or copy of most recent tax return

**Campaign or Public Office Account**

- \_\_\_ Filed Nomination Petition or similar document filed within the county or municipality of the position.
- \_\_\_ EIN – Letter from IRS or copy of most recent tax return
- \_\_\_ A filed Trade Name Certificate is highly encouraged, but not required for this account type. \*

**\*A search on the Arizona Secretary of State website will be conducted to ensure the campaign name is not already in use in the State of Arizona.**

