Business Documents

Please provide the following documents, based on the entity type of your business, to your Professional Banker when you are ready to open your accounts.

Sole Proprietorships

Business License

Corporations (S & C)

Business License
Certificate of Incorporation
Articles or By-Laws

Partnerships (General & Limited)

Business License
Partnership Agreement
Certificate of Trade Name

Limited Liability Company (LLC) or (LLP)

Business License
Certificate of Formation
Operating Agreement/Articles of Organization

Unincorporated Associations (Tax Exempt)

Articles of Association, By-Laws, or Meeting Minutes
Certificate of Trade Name
501(c)(3) IRS letter, if applicable

Lawyer's Trust Account

Articles of Organization/Operating Agreement
Certificate of Formation
Resolution Identifying Authorized Signers

Real Estate Trust Account

See Appropriate Entity Type Above

Recreation or Club

Meeting Minutes Authorizing Account