

## Documents for Business Account Opening

Business Type	Documents	Signs Authorization Designation
Sole Proprietorship	<ul style="list-style-type: none"> <li>• Trade Name Certificate – showing sole proprietor and DBA name <i>(if requesting DBA on account)</i></li> </ul>	Owner and/or owner's spouse
Limited Liability Company (LLC)	<ul style="list-style-type: none"> <li>• Articles of Organizations</li> <li>• Good Standing Verification</li> <li>• Trade Name <i>(if requesting DBA on account)</i></li> </ul>	All LLC Members <i>(for member-managed LLCs)</i> All LLC Managers <i>(for manager-managed LLCs)</i>
Corporate (For-Profit and/or Non-Profit)	<ul style="list-style-type: none"> <li>• Articles of Incorporation</li> <li>• Good Standing Verification</li> <li>• Trade Name <i>(if requesting DBA on account)</i></li> </ul>	Corporate Secretary Minimum two signers for non-profit corporations, officers, or directors
Unincorporated Organizations and Associations	<ul style="list-style-type: none"> <li>• Letter or meeting minutes on organization's letterhead or bylaws</li> <li>• Certification of Tax ID Number</li> <li>• Official Recognition Document from parent organization</li> </ul>	Minimum two signers <i>(those authorized in meeting minutes)</i>
General Partnership	<ul style="list-style-type: none"> <li>• Partnership Agreement</li> <li>• Certification of Tax ID Number</li> <li>• Trade Name <i>(if requesting DBA on account)</i></li> </ul>	All general partners
Limited Partnership (LP) and Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> <li>• Partnership Agreement</li> <li>• Certification of Limited Partnership</li> <li>• Trade Name <i>(if requesting DBA on account)</i></li> </ul>	All general partners
Interest on Lawyer Trust Accounts (IOLTA)*	<ul style="list-style-type: none"> <li>• Notice to financial institution</li> <li>• Must open an operating account with ABC Credit Union</li> </ul>	See business entity type
Trusts	<ul style="list-style-type: none"> <li>• Certificate of Trust Existence or Trust Document</li> </ul>	Only Trustees can be signers on Trust accounts

*\*The IOLTA has requirements which would need to be located within their current state bar.*