

Business Account Documentation Checklist



Open a Business Checking Account with MEMBERS1st and enjoy a wide range of benefits including no monthly service charge, free online banking, unlimited check writing, and local staff who are knowledgeable and ready to assist with your business needs.

Sole Proprietorship



- Certificate of Trade Name
- EIN Letter
- Current Photo ID

Limited Liability Company (LLC)



- EIN Letter
- Certificate of Organization
- Operating Agreement (except for Single Member LLCs)
- Current Photo ID for all members

Corporation (C, S, Professional)



- Articles of Incorporation
- Corporate By-Laws
- Board Minutes
- EIN Letter
- Current Photo ID for all signers

Partnership (General or Limited)



- Partnership Agreement
- EIN Letter
- Current Photo ID for all partners

Organization or Association



- Business Organizing Document (if large enough)
- EIN Letter
- Meeting Minutes to designate authorized signers
- Current Photo ID for all authorized signers



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