

### All Business Types Will Need to Provide:

- ✓ Valid government issued Photo Identification and Social Security Numbers for all individuals that will be authorized to transact business on behalf of the company and/or authorized signers on the account.
- ✓ An Employer Identification Number (EIN) or tax ID number that is registered to your business. To request an EIN, call 1-800-829-4933 or go to <http://www.irs.gov>. For foreign businesses that do not have a United States EIN, a signed copy of the appropriate W-8 form will be required. Note: Sole Proprietorships may choose to use the owner's Social Security Number.
- ✓ The legal document that shows when the company was formed. (Articles of Incorporation, Articles of Organization, Charter, etc.) Note: Sole Proprietorships are not required to prove this document.

### Additional documentation is required to open your business account.

#### Sole Proprietorship: (Provide one or more of the following documents.)

- State of Ohio Certificate
- Business License
- Vendors License
- Contractors' License
- Business Tax Certificate
- City Tax Certificate
- Picture ID
- Documentation of the Ohio Sales Tax Number for the Business
- Resolution of Authority

#### Limited Liability Company:

- Articles of Organization
- Operating Agreement
- TIN/EIN
- Certificate of Good Standing issued by the Secretary of State
- Picture ID of ALL authorized Signers
- Resolution of Authority

#### Corporation:

- Articles of Incorporation
- TIN/EIN
- Picture ID of ALL authorized Signers
- Certificate of Good Standing issued by the Secretary of State
- Bylaws of Code or Regulations
- Resolution of Authority

#### Not-for-Profit/Organization/Association:

- TIN/EIN
- Picture ID of ALL authorized Signers
- Bylaws, Charter, Constitutions, or similar documents outlining the purpose of the organization and specifying which officers are authorized to sign for the organization/association.

#### General Partnership:

- TIN/EIN
- Picture ID of ALL authorized Signers
- Written Partnership Agreement
- Assumed Name Certificate issued by the Secretary of State
- Resolution of Authority

#### Limited Partnership:

- TIN/EIN
- Picture ID of ALL authorized Signers
- Written Partnership Agreement
- Certificate of Limited Partnership issued by the Secretary of State
- Resolution of Authority

Document requirements for your business may be different than stated above based on certain state requirements and/or business characteristics. Document requirements may change as applicable state and federal regulations change.