

Following is a checklist of documentation you'll need to open a business checking account.

If you own a Sole Proprietorship, you'll need the following:

- Social Security Number of Sole Proprietor
- Certificate of Assumed Business Name from County Recorder's office
- Valid government issued photo identification of owner

Partnerships require the following:

- Federal Tax ID number of Partnership (TIN/EIN)
- Secretary of State of Indiana Certificate of Existence and/or Certificate of Assumed Business Name registered with the County Recorder's office in the county it conducts business
- Complete Certification of Beneficial Owner(s) for each owner of 25% or more
- At least one valid government issued photo identification of partner/signer that will have access to the account (must ultimately collect for all account signers)
- Partnership Agreement and/or Certificate of Partnership

Limited Liability Companies (LLC) need to have:

- Federal Tax ID Number of LLC or Social Security Number of Single Member LLC
- Secretary of State of Indiana Certificate of Existence
- Complete Certification of Beneficial Owner(s) for each owner of 25% or more
- At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for all account signers)
- Articles of Organization
- Operating Agreement for Multi-Member LLC

Corporations are required to supply:

- Federal Tax ID Number of Corporation (TIN/EIN)
- Certificate of Existence from the Secretary of State of Indiana
- Complete Certification of Beneficial Owner(s) for each owner of 25% or more
- At least one valid government issued photo identification of signer that will have access to the account (must ultimately collect for all account signers)
- Articles of Incorporation

Not-For-Profit Organizations and Associations need:

- Federal Tax ID Number of Organization
- Certificate of Existence found at Secretary of State of Indiana
- At least one valid government-issued photo identification of signer who will have access to the account (must ultimately collect for all account signers)
- Board/Officers meeting minutes indicating directive to open account (Letter form)
- By-Laws or Resolution of Governing Rules and/or Letter of Authority naming officers who are authorized to open an account