



## Business Account Documentation Requirements

The business structure determines the documentation required to open a business account as listed below. All documentation names and vesting must match. **Original business documents MUST be provided. A valid Tax ID number (EIN) in the name of the business is required for all new accounts. Sole Proprietorships may use the owner's Social Security number (SSN) or an EIN.**

SOLE PROPRIETORSHIP	
Documents Required Check off List	
X	REQUIRED
	Primary Identification** <ul style="list-style-type: none"> <li>• Unexpired driver's license, passport or government issued id</li> </ul>
	Secondary Identification** <ul style="list-style-type: none"> <li>• City badge or other Selected Employer Group (SEG) ID card, major credit card (bank-issued, not expired, must be embossed with member's name), debit card (bank-issued, not expired, must be embossed with member's name), employer-issued ID with picture, student ID with picture, or firearm license</li> </ul>
	Physical Address
	Social Security Number <ul style="list-style-type: none"> <li>• Sole Proprietorships may use the owner's social security number (SSN) or an EIN</li> </ul>
	Date of Birth
	A Filed Fictitious Business Name Statement if the owner's name is <b>not</b> included in the Business Name