

# BUSINESS ACCOUNT DOCUMENT CHECKLIST

for opening a KeyPoint Business Checking or Savings account

## 1 Information required from ALL businesses.

### What you will need:

- Your business's tax identification number
- A valid email address
- Documents verifying your business's registration and your authority, based on your business legal structure (details in section two below)

### Each account signer must provide:

- Date of birth
- Social security number
- One unexpired primary form of ID (US state issued driver's license or US state issued ID card or US military ID or US school ID (with photograph) or US Passport)

### Beneficial Owners (owns 25% or more of business) and a Control Person (responsible for managing business) must provide:

- Date of birth
- Social security number
- One copy of unexpired photo ID (US state issued driver's license or US state issued ID card or US Passport)

## 2 Additional information required—dependent on legal structure of business.

### Sole Proprietorship (beneficial owner and control person information not required)

- Fictitious Business Name Statement (if name of business does not include surname)
- Business License or Seller's Permit (if applicable)
- If business operates under a Tax ID number other than the owner's SSN, verification of Tax ID number (Assignment of EIN Letter from the IRS or copy of most recent tax return)

### General Partnership

- Fictitious Business Name Statement (if applicable)
- Partnership Agreement
- Business License or Seller's Permit (if applicable)
- Verification of Tax ID number (Assignment of EIN Letter from the IRS or copy of most recent tax return)

### Limited Liability Partnership

- Registration of Limited Liability Partnership
- Partnership Agreement
- Business License or Seller's Permit (if applicable)
- Verification of Tax ID number (Assignment of EIN Letter from the IRS or copy of most recent tax return)

### Limited Liability Company (LLC)

- Fictitious Business Name Statement (if applicable)
- Business License or Seller's Permit (if applicable)
- Certified Articles of Organization
- Operating Agreement
- Certification of Registration (if LLC was filed in any state other than CA and the entity will conduct business in CA)
- Verification of Tax ID number (Assignment of EIN Letter from the IRS or copy of most recent tax return)

### C Corporation

- Certified Articles of Incorporation
- Board Resolution or Letter from the Board of Directors
- Verification of Tax ID number (Assignment of EIN Letter from the IRS or copy of most recent tax return)

### S Corporation

- Certified Articles of Incorporation
- Verification of Tax ID number (Assignment of EIN Letter from the IRS or copy of most recent tax return)

### Unincorporated Organization or Association

- Charter, Bylaws or Governing Rules of Organization
- Lodge, Organization or Association Resolution of Authority