



Business Account Checklist

Based on your business type, we require the following forms to open your Business Account.

Sole Proprietorship*:

- Valid Picture Identification (Government Issued State Driver's License, Passport, Military I.D.)
- Social Security Number or Tax ID Number (SSN of the owner is used as primary.
- Tax ID number is used for the business if applicable)
- Fortera's Business Resolution

General Partnership, Limited Partnership (LP) and Limited Liability Partnership (LLP)*:

- Valid Picture Identification for ALL Signers and Partners (Government Issued, State Driver's License, Passport, Military I.D.)
- Residential Address and Social Security Number for each partner and all signers and partners
- Tax ID Number for the Business (cannot be an individual social security number, must be the Employee Identification Number (EIN) issued by the IRS)
- Business Partnership Resolution (Fortera can provide this document if the Corporate Resolution is not available. Must be completed and signed by all Partners)
- Partnership Agreement

All partners and authorized signers must be present at time of opening.

Corporation**:

- Valid Picture Identification for ALL Signers, Owners, and the Controlling Person (Government Issued, State Driver's License, Passport, Military I.D.)
- Residential Address and Social Security Number for each owner, controlling person, officer, and authorized signer
- Tax ID Number (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS).
- Corporate Resolutions (Fortera can provide this document if the Corporate Resolution is not available. Must be completed and signed by the Secretary)
- Articles of Incorporation
- Occupational License (if applicable per state)
- Board of Directors Meeting Minutes (authorizes account to be opened and who is authorized to open it and the authorized signatories)

All authorized signers and Secretary must be present at time of opening. Copies of identification are permissible for non-present owners and the controlling person as long as they're legible.

Limited Liability Company (LLC) and Professional Limited Liability Company (PLLC)**:

- Valid Picture Identification for ALL Signers, Owners, and the Controlling Person (Government Issued, State Driver's License, Passport, Military I.D.)
- Residential Address and Social Security Number for each owner, controlling person, manager, and authorized signer
- Tax ID Number (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS)
- LLC/PLLC Business Resolution (Fortera can provide this document if the Corporate Resolution is not available. Must be completed and signed/completed by all managers and authorized signers)
- Articles of Organization, Certificate of Formation, or Operating Agreement

All Managers, designated members (if any) and authorized signers must be present at time of opening. Copies of identification are permissible for non-present owners and the controlling person as long as they're legible.

Non-profit Organization*:

- Valid Picture Identification for all signers (Government Issued, State Driver's License, Passport, Military I.D.)
- Social Security Number for each authorized signer
- Tax ID Number (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS)
- Business Resolution (Fortera can provide this document if the Corporate Resolution is not available. Must be completed and signed/completed by all authorized signers and/or officers)
- Articles of Incorporation
- IRS Document 501 (c)(3) (Non Profit Approval Status)
- Board of Directors Meeting Minutes (authorizes account to be opened and who is authorized to open it and the authorized signatories)

All designated authorized signers must be present at time of opening.

NOTE: A ChexSystems report will be required for all sole-proprietors, partners, and owners of LLCs and Corporations. This is a report obtained by the Credit Union at the time of account opening.

* - Business types will be required to complete a business information sheet, also known as a Business Due Diligence form, at account opening.

** - Businesses will be required to complete a Business Due Diligence form and a ownership information sheet, also known as the Beneficial Ownership form, at account opening.