

Beneficial Ownership

Defined as each individual who owns 25% or more of the business or the individual who has a significant responsibility for managing the business

	Documentation	Social Security Number	Identification
	Must provide full Legal name, address, date of birth	Yes	Valid, unexpired, government issued Identification with a photo

Business Entity Checklist

Type of Business Entity	Documentation	Tax ID/EIN	Identification	Certification of Beneficial Owner
Sole Proprietor	Certificate of Assumed Business Name/DBA from the Secretary of State (if applicable)	Sole Proprietor SSN, or EIN	Valid, unexpired, government issued Identification with a photo for the owner, and each signer designated to transact on the account	No
Single Member LLC (only one owner)	Operating Agreement (If Applicable), Current Annual Review filing notating good standing with Secretary of State	LLC EIN or SSN of member	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes
Limited Liability Company	Operating Agreement, Current Annual Review filing notating good standing with Secretary of State	LLC EIN	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes
Corporation	Meeting minutes or resolution adopted by the Corporation that identifies the person(s) authorized to transact on the account(s), Current Annual Review filing notating good standing with Secretary of State	Corporation EIN	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes
Partnership	Partnership Agreement, Current Annual Review filing notating good standing with Secretary of State	Partnership EIN	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes
Organization	Bylaws, meeting minutes or resolution to identify individuals authorized to open and transact on the account(s), Current Annual Review filing notating good standing with Secretary of State	Organization EIN	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes
Association	Bylaws, meeting minutes or resolution to identify individuals authorized to open and transact on the account(s), Current Annual Review filing notating good standing with Secretary of State	Association EIN	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes



Type of Business Entity	Documentation	Tax ID/EIN	Identification	Certification of Beneficial Owner
Government Entities & Municipalities	Written direction of who will be authorized signatories (letterhead, meeting minutes or documented email)	Entity EIN	Valid, unexpired, government issued Identification with a photo for each signer designated to transact on the account	Yes
Political Campaigns	Current Secretary of State filing notating good standing, Campaign document (C-1) listing who will be the treasurer for the campaign.	Campaign EIN or SSN of member	Valid, unexpired, government issued Identification with a photo for the owner(s), and each signer designated to transact on the account	Yes
Schools	<u>Districts:</u> board minutes designating those able to open and/or transact on district accounts.	District EIN	Valid, unexpired, government issued Identification with a photo for each signer designated to transact on the account	Yes
	<u>Schools directly related to Districts:</u> District letterhead approving use of District EIN, designation of signers	District EIN	Valid, unexpired, government issued Identification with a photo for each signer designated to transact on the account	Yes
	<u>Independent Schools:</u> Board minutes designating those able to open and/or transact on behalf of the school, Current Annual Review filing notating good standing with Secretary of State	School EIN	Valid, unexpired, government issued Identification with a photo for each signer designated to transact on the account	Yes

