

## **List of Documents Required to Complete Business Account Opening Using uOpen Online Platform**

The list includes but not limited to the documents presented below. We may ask you to provide/complete additional documents/forms/certifications depending on your business specifications.

### **1. Corporation**

- Articles of incorporation
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Operating agreement (if applicable)
- Management agreement (if applicable)
- Proof of non-profit status (if applicable)
- Certificate of assumed name (if applicable)
- Two forms of IDs from each signer
- Two forms of ID from each beneficial owner if they are not signers
- Completed Signature Card\*
- Completed Business Resolution\*\*
- Completed Beneficial Ownership form\*\*

### **2. Limited Liability Company (LLC)**

- Articles of organization
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Operating agreement (if applicable)
- Management agreement (if applicable)
- Proof of non-profit status (if applicable)
- Certificate of assumed name (if applicable)
- Two forms of IDs from each signer
- Two forms of ID from each beneficial owner if they are not signers
- Completed Signature Card\*
- Completed Business Resolution\*\*
- Completed Beneficial Ownership form\*\*

### **3. Partnership**

- Partnership agreement
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Partnership filing with the state by authorized partner (if applicable)
- Certificate of assumed name (if applicable)
- Two forms of IDs from each signer
- Two forms of ID from each beneficial owner if they are not signers
- Completed Signature Card\*
- Completed Business Resolution\*\*
- Completed Beneficial Ownership form\*\*

### **4. Sole Proprietorship**

- Certification of assumed name unless personal name and social used for business (if applicable)
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return) (if applicable)
- Two forms of IDs from each signer
- Completed Signature Card\*

- Completed Business Resolution\*\*

#### **5. Unincorporated Association**

- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Proof of non-profit status (if applicable)
- Recent minutes of meeting that indicates current association officers and designating signers for the bank account
- By-Laws (if applicable)
- Management agreement (if applicable)
- Two forms of IDs from each signer
- Two forms of ID from Control Prong (Account Manager) if the person is not a signer
- Completed Signature Card\*
- Completed Business Resolution\*\*
- Completed Beneficial Ownership form (for control prong)\*\*

\* Signature Card will be available by clicking *Signature Card* button after account approval.

\*\* Business Resolution and Beneficial Ownership forms will be provided to you in *File Upload* section after account approval.

**Signature Card, Business Resolution and Beneficial Ownership forms must be physically signed. These forms must be signed by all parties in order to be considered complete.**