

STARTING A BUSINESS? LOOKING TO OPEN A BUSINESS ACCOUNT? START HERE!

Starting a Business? Visit the Ohio Secretary of State website for a road map on getting started.

<http://www.sos.state.oh.us/SOS/Businesses/BusinessInformation/starting.aspx>

There are many reasons to open a business account; the most important reason is to keep your personal and your business finances separate. Other reasons include:

- accurate bookkeeping
- provides a clear audit trail for the IRS
- shows professionalism
- a separate business account is required for Incorporated Businesses



What documents should you should bring to the Credit Union to open your Business Account?

Sole Proprietorship:

- Membership Application/Signature Card
- Government-issued Business License
- Authorization Designation (if applicable)
- Valid Photo ID
- Address Verification (not older than 60 days)
- Trade Name Affidavit
- DBA registered with the Secretary of State
- Tax ID Number or Employer ID Number (IRS Notice/Proof of TIN/EIN-Received after filing form SS-4)

Partnership:

- Membership Application/Signature Card
- Government-issued Business License
- Valid Photo ID
- Address Verification (not older than 60 days)
- Partnership Agreement
- Authorization Designation (if applicable)
- Trade Name Affidavit
- DBA registered with the Secretary of State
- Tax ID Number or Employer ID Number (IRS Notice/Proof of TIN/EIN-Received after filing form SS-4)

Limited Liability Company –LLC:

- Membership Application/Signature Card
- Government-issued Business License
- Valid Photo ID
- Address Verification (not older than 60 days)
- Articles of Organization
- Operating Agreement
- Authorization Designation (if applicable)
- Employer ID Number (IRS Notice/Proof of TIN/EIN-Received after filing form SS-4)
- Certificate of Good Standing

Corporation:

- Membership Application/Signature Card
- Government-issued Business License
- Address Verification (not older than 60 days)
- Corporate Resolution
- Authorization Designation
- Valid Photo ID for all authorized signers
- Articles of Incorporation
- Minutes
- Employer ID Number (IRS Notice/Proof of EIN-Received after filing form SS-4)
- Certificate of Good Standing

****Disclaimer: due to the ever changing regulatory environment, you may be asked to provide additional documentation or verifications other than what is listed above. This checklist is meant to be a starting point and is subject to change at any time.**