

To assist in opening your new business account, we may request the following documents:



Owner Information (required for all business types)

Individuals who directly or indirectly own 25% or more of the legal entity and/or the individual who has a significant responsibility for managing the legal entity:

- Name
- Physical Address
- Date of Birth
- Proof of Social Security Number
- Valid Government Issued ID

Sole Proprietor/DBA

- Current Business Registration filed with the County Clerk's office
- Proof of Employer Identification Number (if applicable)

Corporations/LLC

- Proof of Employer Identification Number
- Articles of Incorporation/Organization
- Recent Annual Statement
- Operating Agreement or Corporate By-Laws
- Corporate Resolution or formal document granting authorization to perform financial transactions
- Authorized Signer/Control Person: current government issued ID, if different than owner(s)

Partnership

- Proof of Employer Identification Number
- Partnership Agreement
- Certificate of Partnership and Recent Annual Statement from Michigan.gov/LARA website OR Current DBA registration for General Partnership with the County Clerk's office
- Authorized Signer/Control Person: current government issued ID, if different than owner(s)

Non-Profit, Organizations, Leagues, Clubs, Class Reunions, and other Organizations

- Proof of Employer Identification Number
- Signed and dated Resolution of the existence
- Minutes from meeting, constitution, by-laws, charter or other formal document granting authorization to perform financial transactions
- Non-Profit: Also need Articles of Organization and recent Annual Report on Michigan.Gov/LARA

Additional documents may be required to complete the business account opening process. Speak with a team member for details!

Notes:
