

# Checklist

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## Commercial Account Opening

To open a Commercial account, visit any branch location and bring the following documents:

- Driver's Licenses for all signers**
- Minimum \$25 to open a Commercial Savings Account**
- Checking deposit based on tier level**
- Proof of Eligibility for business**
- Proof of Address for all signers**
- Business Tax ID Number (EIN) (For all business entities, with the possible exception of Sole Proprietor)**
- Current Secretary of State for all business entities except Sole Proprietor**
- If you are a Sole Proprietor - EIN IRS document OR Social Security card**
- If you are a Limited Liability Corporation - EIN IRS Document, Articles of LLC\*, Operating Agreement\*- if more than one member**
- If you are a Corporation - EIN IRS Document, Articles of Incorporation\*, By-Laws\***
- If you are an Association - EIN IRS Document, By-Laws\*, Letter on letterhead, or meeting minutes\* listing the approved signers**
- If you are a Non-Profit Corporation - EIN IRS Document, Articles of Incorporation\*, By-Laws\*, 501c from IRS, Signed Minutes\* from Board Meeting stating the specifics of the request**

### Get started today:

[Start An Application Online](#)

[Give Us A Call At 800.336.6309](#)

[Visit Us In-branch](#)



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