

## Items Needed for a New/Existing Business Acct

| Business Entity:                                | What's Needed:  |
|---|---|
| <b>Sole Proprietor</b>                          | <ul style="list-style-type: none"> <li>• Business Account Application/Sig Card</li> <li>• Business Resolution</li> <li>• May use a Social Security Number or Tax ID Number (TIN/EIN)</li> <li>• Driver's License for each Authorized Signer</li> <li>• Active status with the Ohio Secretary of State</li> </ul>  |
| <b>Corporation</b>                              | <ul style="list-style-type: none"> <li>• Business Account Application/Sig Card</li> <li>• Business Resolution</li> <li>• Beneficial Owner Form</li> <li>• Tax ID Number (TIN/EIN)</li> <li>• Driver's License for each Authorized Signer</li> <li>• Active Status with the Ohio Secretary of State</li> <li>• Name, SSN, DOB, Address &amp; copy of Driver's License for the Beneficial Owner<sup>1</sup> (any owner with at least 25% ownership) and the Controlling Person<sup>2</sup> in the Corporation</li> </ul>                                  |
| <b>LLC (Limited Liability Company: LLP/LLC)</b> | <ul style="list-style-type: none"> <li>• Business Account Application/Sig Card</li> <li>• Business Resolution</li> <li>• Beneficial Owner Form</li> <li>• May use a Tax ID Number (TIN/EIN) or a SSN</li> <li>• Driver's License for each Authorized Signer</li> <li>• Active Status with the Ohio Secretary of State</li> <li>• Name, SSN, DOB, Address &amp; copy of Driver's License for the Beneficial Owner<sup>1</sup> (any owner with at least 25% ownership) and the Controlling Person<sup>2</sup> in the LLC</li> </ul>                       |
| <b>Partnership</b>                              | <ul style="list-style-type: none"> <li>• Business Account Application/Sig Card</li> <li>• Business Resolution</li> <li>• Beneficial Owner Form</li> <li>• Tax ID Number (TIN/EIN)</li> <li>• Driver's License for each Authorized Signer</li> <li>• Active Status with the Ohio Secretary of State</li> <li>• Partnership Agreement</li> <li>• Name, SSN, DOB, Address &amp; copy of Driver's License for the Beneficial Owner<sup>1</sup> (any owner with at least 25% ownership) and the Controlling Person<sup>2</sup> in the Partnership</li> </ul> |
| <b>Non-Profit Corporation</b>                   | <ul style="list-style-type: none"> <li>• Business Account Application/Sig Card</li> <li>• Business Resolution</li> <li>• Beneficial Owner Form</li> <li>• Tax ID Number (TIN/EIN)</li> <li>• Driver's License for each Authorized Signer</li> <li>• Name, SSN, DOB, Address &amp; copy of Driver's License for the Controlling Person<sup>2</sup></li> <li>• Active Status with the Ohio Secretary of State</li> </ul>  |

**Association/  
Organization/  
Informal  
Non-Profit  
Organization**  
(May be a non-  
profit)

- Business Account Application/Sig Card
- Business Resolution
- Tax ID Number (TIN/EIN)
- Driver's License for each Authorized Signer

<sup>1,2</sup> Effective 5/11/18, ALL financial institutions are required to obtain information on Beneficial Owners and Controlling Persons for certain business entities before deposit, lending, or safe deposit accounts can be opened and before certificates can automatically renew. Click [here](#) for more information.