

Corporations

Individuals that need to be present at account opening:

- An authorizing representative must be present. This includes: President, Secretary, Assistant Secretary or Acting Secretary
- If you would like to add authorized signers to your account, they must be present also.

Individual information needed to open the account. Two forms of ID are required. One ID must be a Government issues ID:

- Personal Identification
 - Driver's License
 - U.S. Passport
 - State Non-Driver ID Card
 - TWIC
 - GOES Card
 - Military ID Card
- Secondary Personal Identification
 - Social Security Card
 - Birth Certificate
 - Credit Card issued from VISA, MasterCard, American Express, or Discover

Information needed on Entity

- Business Name
- Business Address
- EIN-Employer Identification number SSN
- Business Phone Number
- Email address
- Number of locations
- Where products and services are sold
- Nature of the business
- Types and volume of expected transactions

Documentary Requirements

- Articles of Incorporation (most likely will include the below Secretary of State Certification)
- Secretary of State Certificate Good Standing

Unincorporated Associations or Organizations (Not including Non-Profit Corporations)

- Secretary of State - Good Standing (this should also show the corporation status)
- Minutes from Board electing Secretary

Subject to change or additional information/documentation may be required as mandated by regulators.