

Sole Proprietors

Individuals that need to be present at account opening:

- Sole Proprietorships with one owner = the owner
- Spousal Sole Proprietorships = both owners
- Sole Proprietorship Living Trust = the trustee(s)
- Sole Proprietorship with a Power of Attorney = the agent
- If you need to add authorized signers to the account they must also be present

Individual information needed to open the account. Two forms of ID are required. One ID must be a Government issued 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
- Tax Payer Identification or an EIN-Employer Identification number
- 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 (at least one required)

- Assumed Name Certificate OR
- Occupational License OR
- Trade Name for Secretary of State
- Trust Documentation (if Living Trust)

Powers of Attorney:

- Original Power of Attorney Document
- Personal ID
 - Agent – Two forms of ID are required. One ID must be a Government issued ID
 - Owner/Principal – Agent is required to provide the owner's personal ID or a photocopy of the owner's personal ID

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