

DOCUMENTATION NEEDED AT ACCOUNT OPENING:

Sole Proprietorships (DBA)

- SS-4 or EIN (if using EIN)
- Active fictitious name filing with Sunbiz

Sole Proprietorships (Using Full Name)

- Business tax receipt (if applicable)

Associations and Clubs

- SS-4, EIN, or letter from parent organization
- Bylaws/charter documents
- Letter or minutes indicating authorized signers

Corporations

- SS-4 or EIN
- Active articles of incorporation with Sunbiz
- Bylaws
- Meeting minutes indicating signers (non-profits only)

Limited Liability Companies

- SS-4 or EIN
- Active articles of organization with Sunbiz
- Operating agreement

Partnership (GP, Limited, LLP)

- SS-4 or EIN
- Active certification of partnership with Sunbiz (unless GP)
- Partnership agreement