

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