

DOCUMENTATION NEEDED TO OPEN BUSINESS DEPOSIT ACCOUNTS



Iowa State Bank
myiowastatebank.com

Company Information

- ☐ Legal Name of business
- ☐ Address (both physical and mailing address)
- ☐ Phone Number
- ☐ Nature/Purpose of the business
- ☐ Tax identification number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return

Authorized Signers

- | | |
|--|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Social Security |
| <input type="checkbox"/> Address | <input type="checkbox"/> Copy of Driver's License |
| <input type="checkbox"/> Phone Number | <input type="checkbox"/> Employer & Job Title |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Company Authorization |

Corporation

- ☐ Articles of Incorporation
- ☐ Secretary of State Filing (Active/Current)
- ☐ Tax Identification Number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return
- ☐ Bylaws (if applicable)

Limited Liability Company

- ☐ Certificate of Organization
- ☐ Secretary of State Filing (Active/Current)
- ☐ Tax Identification Number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return
 - Multiple Member - Tax ID Number
 - Single Member - SSN or Tax ID Number
- ☐ Operating Agreement (if applicable)

Partnership

General Partnership:

- ☐ Trade name filed with the Clerk of Superior Court
- ☐ Partnership Agreement signed by all general partners or limited partners
- ☐ Tax Identification Number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return

Limited Partnership:

- ☐ Secretary of State Filing (Active/Current)
- ☐ LLP Election filed with Clerk of Superior Court
- ☐ Tax Identification Number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return

Sole Proprietorship (DBA)

Individual Name (example: John Doe Farm Account)

- ☐ Customer identification, can use SSN

Combination (example: John Doe DBA JD's Farm)

- ☐ Trade name filing is required if using Tax Identification Number

Company Name (example: JD's Farm)

- ☐ Tax Identification Number matching business name cannot be a SSN
- ☐ DBA filing with Clerk of Court required

Association or Civic Group

- ☐ Letter from Organization stating who is authorized to act on behalf of Association
- ☐ Minutes naming elected officers and account signers
- ☐ Tax identification number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return

Non-Profit

- ☐ If Corporation or LLC, provide all documents listed above
- ☐ Minutes naming elected officers and account signers
- ☐ Tax identification number
 - Must provide IRS EIN confirmation letter or copy of first page of most recent tax return
- ☐ Bylaws (if applicable)



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