

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)



Iowa State Bank
myiowastatebank.com