

Opening a Business Account

Use this checklist as your guide to what documentation is needed when opening your Commercial or Organizational account at TruStar.

All Business Accounts

- Appropriate valid customer identification for all signers (state issued ID, Passport, etc.)

Limited Liability Company

- Certificate of Organization
- Articles of Organization
- Operating Agreement/Meeting Minutes (if applicable)
- Certificate of Assumed Name (if DBA another name)
- Federal Tax ID Number Verification such as IRS Letter or Tax Return

Partnerships (General, Limited, Limited Liability, etc.)

- Certificate of Assumed Name
- Partnership Agreement
- Certificate of Limited Partnership (if applicable)
- Statement of Qualification (Limited Liability Partnerships)
- Federal Tax ID Number Verification such as IRS Letter or Tax Return (if applicable)

Sole Proprietorship

- Certificate of Assumed Name (if applicable)

Corporation/Non-Profit Corporation

- Certificate of Incorporation
- Articles of Incorporation
- Proof of Ownership (i.e. K-1, Stock Certificate, etc.)
- Certificate of Assumed Name (if DBA another name)
- Federal Tax ID Number Verification such as IRS Letter or Tax Return

Unincorporated Association/Organization/Clubs

- Certificate of Assumed Name (if applicable)
- Association Bylaws
- Meeting Minutes indicating account opening/authorized signers
- Federal Tax ID Number Verification such as IRS Letter (if applicable)

Please note: Members should refer to an attorney or accountant for any advice on structuring their business entity.