Shell Lake State Bank

Business Account Checklist

Business Name:	**Business Address:**
Doing Business As:	**TIN/EIN/SSN:**

Verification: Request and review original/legal documentation. Photocopy and retain for business file. Ensure that dates on documents agree with the information provided by the account owner/signer.

□ **Check all boxes as steps are completed to ensure you have followed all guidelines for opening a business account.**

Corporations	**Limited Liability Company**	**General Partnership**
***Customer must provide the following documentation: □ **Tax Identification Number** (TIN, FEI or EIN) □ **Street Address and mailing address** *of entity and each signer and beneficial owner* □ **Corporate Resolution identifying authorized signers** □ **Social Security Number** *for each officer and authorized signer & UBO* □ **Valid Photo Identification** *for ALL Signers and UBO* (Driver's License, Passport, etc.) □ **Articles of Incorporation** ---------- *SLSB Employee must complete the following information: □ **Organization Signature Card** □ **Depository Declaration-Organization Depository Resolution and Agreement Form** □ **Certification of Beneficial Ownership Form** □ **Privacy Notice**	***Customer must provide the following documentation: □ **Tax Identification Number** (TIN, FEI or EIN) (SSN if a single member treated as a "Disregarded entity") □ **Street Address and mailing address** *of entity and each signer and beneficial owner* □ **Social Security Number** *for each partner and authorized signer & UBO* □ **Valid Photo Identification** *for ALL Signers and UBO* (Driver's License, Passport, etc.) □ **Articles of Organization or Operating Agreement** ---------- *SLSB Employee must complete the following information: □ **Organization Signature Card** □ **Depository Declaration – Limited Liability Company Depository Agreement** □ **Certification of Beneficial Ownership Form** □ **Privacy Notice**	*All partners are general partners ***Customer must provide the following documentation: □ **Tax Identification Number** (TIN, FEI or EIN) □ **Street Address and mailing address** *of entity and each signer and beneficial owner* □ **Social Security Number** *for each partner and authorized signer & UBO* □ **Valid Photo Identification** *for ALL Signers and UBO* (Driver's License, Passport, etc.) □ **Articles of Partnership Agreement** ---------- *SLSB Employee must complete the following information: □ **Organization Signature Card** □ **Depository Declaration – Partnership Depository Agreement** □ **Certification of Beneficial Ownership Form** □ **Privacy Notice**
Teller Number:	Branch name:	Date:

Revised 9/28/2021

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□ **Check all boxes as steps are completed to ensure you have followed all guidelines for opening a business account.**

Limited Liability Partnership (LLP) *All partners are general partners* *****Customer must provide the following documentation: □ **Tax Identification Number** (TIN, FEI or EIN) □ **Street Address and mailing address** *of entity and each signer and beneficial owner* □ **Social Security Number** for each partner and authorized signer & UBO □ **Valid Photo Identification** *for ALL Signers and UBO* (Driver's License, Passport, etc.) □ **Certificate of Limited Liability Partnership** ---------- *SLSB Employee must complete the following information: □ **Organization Signature Card** □ **Depository Declaration – Partnership Depository Agreement** □ **Certification of Beneficial Ownership Form** □ **Privacy Notice**	**Sole Proprietorships** *****Customer must provide the following documentation: □ **Social Security Number** (SSN) for sole proprietor (Owner) is used as the primary **and** the (SSN) for any authorized signed or Tax Identification Number (TIN) for the business, if applicable) □ **Street Address and mailing address of entity** □ **Valid Photo Identification for ALL Signers** (Driver's License, Passport, etc.) ---------- *SLSB Employee must complete the following information: □ **Organization Signature Card** □ **Depository Declaration – Sole Ownership Depository Agreement** □ **Privacy Notice**	**Unincorporated Association /Organization or Public Fund** *****Customer must provide the following documentation: □ **Tax Identification Number** (TIN, FEI or EIN) □ **Street Address and mailing address of entity and each signer** □ **Valid Photo Identification for ALL Signers** (Driver's License, Passport, etc.) ---------- *SLSB Employee must complete the following information: □ **Organization Signature Card** □ **Depository Declaration – Organization Depository Resolution and Agreement** □ **Privacy Notice**
Teller Number:	Branch name:	Date: