BUSINESS DOCUMENTATION REFERENCE CARD

Sole Proprietorships

- 1. Social Security Number of Sole Proprietor OR Federal Tax ID Number (TIN/EIN)
- 2. Must qualify for membership-proof may be required
- 3. Ohio Secretary of State website verification if using Federal Tax ID at: https://businesssearch.ohiosos.gov
- 4. Complete Certification of Beneficial Owner(s) which is attached to the Business Account Card
- 5. Valid government issued photo identification of owner
- 6. Documentation to support business address
- 7. OFAC for all signers and for the business
- 8. ChexSystems for all signers
- 9. Note: There cannot be any other authorized signer on a Sole Proprietorship with the exception of a spouse

Partnerships

- 1. Federal Tax ID number of Partnership (TIN/EIN)
- 2. Must qualify for membership-proof may be required
- 3. State of Ohio verification at https://businesssearch.ohiosos.gov
- 4. Complete Certification of Beneficial Owner(s), attached to the Business Account Card, for all beneficial owners with 25% or greater ownership
- 5. At least ONE valid government issued photo identification of partner/signer that will have access to the account (must ultimately collect for <u>all</u> account signers and beneficial owners with at least 25% or greater ownership even if they are not going to be a signer)
- 6. Partnership Agreement and/or Certificate of Partnership
- 7. Documentation to support business address
- 8. OFAC for all signers and for the business
- 9. ChexSystems for all signers

Limited Liability Companies (LLC)

- 1. Federal Tax ID Number of LLC (TIN/EIN)
- 2. Must qualify for membership-proof may be required
- 3. State of Ohio verification at https://businesssearch.ohiosos.gov
- 4. Complete Certification of Beneficial Owner(s) attached to the Business Card, for all beneficial owners with 25% or greater ownership
- 5. At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for <u>all</u> account signers and beneficial owners with at least 25% or greater ownership even if they are not going to be a signer)
- 6. Articles of Organization and/or Operating Agreement
- 7. Meeting minutes or Operating Agreement that states the authorized signers
- 8. Documentation to support business address
- 9. OFAC for all signers and for the business

10. ChexSystems for all signers

Corporations

- 1. Federal Tax ID Number of Corporation (TIN/EIN)
- 2. Must qualify for membership-proof may be required
- 3. State of Ohio verification at http://businesssearch.ohiosos.gov
- 4. Complete Certification of Beneficial Owner(s), attached to the Business Account Card, for all beneficial owners with 25% or greater ownership
- 5. At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for <u>all</u> account signers and beneficial owners with at least 25% or greater ownership even if they are not going to be a signer)
- 6. Articles of Incorporation and/or Operating Agreement
- 7. Meeting minutes or Operating Agreement that states the authorized signers
- 8. Documentation to support business address
- 9. OFAC for all signers and for the business
- 10. ChexSystems for all signers

Not-For-Profit Organizations and Associations

- 1. Federal Tax ID Number of Organization (EIN)
- 2. Must qualify for membership-proof may be required
- 3. State of Ohio verification at https://businesssearch.ohiosos.gov
- 4. Complete Certification of Beneficial Owner (s) for information about Controlling Owner(s)
- 5. At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for <u>all</u> account signers and beneficial owners with at least 25% or greater ownership even if they are not going to be a signer)
- 6. Meeting minutes that authorizes the account(s) and states the authorized signers
- 7. Documentation to support business address
- 8. OFAC for all signers and for the business
- 9. ChexSystems for all signers

Please note that the above listing may not be all inclusive and additional documentation may be necessary.

To obtain TIN/EIN: Call 1-800-829-4933 or apply online at:

https://sa.www4.irs.gov/modiein/individual/index.jsp

Ohio Secretary of State Website Search

