

BUSINESS DOCUMENTATION REFERENCE CARD

Sole Proprietorships

1. Social Security Number of Sole Proprietor OR Federal Tax ID Number (TIN/EIN)
2. Valid government issued photo identification from signer(s) that will have access to the account.
3. If full name of owner is not in the business name - copy of the Assumed Name Certificate from the County Recorder's office
4. Business Account Questionnaire

Partnerships

1. Federal Tax ID number of Partnership (TIN/EIN)
2. State of Indiana Verification at <https://bsd.sos.in.gov/publicbusinesssearch> and/or Assumed Name Certificate registered with the County Recorder's office in the county it conducts business
3. At least ONE valid government issued photo identification of partner/signer that will have access to the account (must ultimately collect for all account signers)
4. Partnership Agreement and/or Certificate of Partnership
5. Business Account Questionnaire

Limited Liability Companies (LLC)

1. Federal Tax ID Number of LLC (TIN/EIN)
2. State of Indiana Verification at <https://bsd.sos.in.gov/publicbusinesssearch>
3. At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for all account signers)
4. Articles of Organization
5. Business Account Questionnaire

Corporations

1. Federal Tax ID Number of Corporation (TIN/EIN)
2. State of Indiana Verification at <https://bsd.sos.in.gov/publicbusinesssearch>
3. At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for all account signers)
4. Articles of Incorporation
5. Business Account Questionnaire

Not-For-Profit Organizations and Associations

1. Federal Tax ID Number of Organization
2. State of Indiana Verification at <https://bsd.sos.in.gov/publicbusinesssearch>
3. At least ONE valid government issued photo identification of signer that will have access to the account (must ultimately collect for all account signers)
4. Board/officers meeting minutes indicating directive to open account (Letter form)
5. By-laws OR Resolution of Governing Rules and/or Letter of Authority naming officers who are authorized to open an account.
6. Business Account Questionnaire

To inquire or obtain information about a TIN/EIN call 1-800-829-4933 or www.IRS.gov