



**NEW ACCOUNT CHECKLIST**

PERSONAL ACCOUNT CHECKLIST

- COMPLETED PERSONAL ACCOUNT INFORMATION SHEET
  - COPY OF STATE ID AND 1 OTHER FORM OF ISSUED IDENTIFICATION FOR EACH SIGNER
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BUSINESS ACCOUNT CHECKLIST

- COMPLETED BUSINESS ACCOUNT INFORMATION SHEET
- COPY OF STATE ID FOR EACH SIGNER
- TAX ID VERIFICATION LETTER
- CORPORATION/LLC

ARTICLES OF INCORPORATION

- NOT-FOR-PROFIT

ARTICLES OF ORGANIZATION

LETTER OF INSTRUCTION OR BOARD MINUTES

- SOLE PROPRIETORSHIP (DBA)

BUSINESS LICENSE

ASSUMED NAME CERTIFICATE

- TRUST AGREEMENT (if applicable)
- PARTNERSHIP AGREEMENT (if applicable)
- LETTERS OF OFFICE (if applicable)