

The following items are required to open a business checking account. Depending on the type of business, you will need the following documents prior to opening the account. In addition, valid primary and secondary identification (State-issued Driver's License or State-issued ID card; valid Passport; or Military ID) of the person(s) opening the account is required.

CORPORATIONS

- Copy of Articles of Incorporation filed with the Secretary of State. To apply for and file new article of incorporation, refer to the State of Illinois website for online forms and fees (link provided below).
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name, refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN).

SOLE PROPRIETORSHIPS

- Copy of Assumed Name application filed with the Secretary of State (unless proprietor's full name is part of business name i.e. Bob Smith Plumbing). To apply for the Assumed Business Name, refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN) or owner's social security number.
- County of Certification.

PARTNERSHIPS

- Certified copy of Partnership Agreement. To apply for and file new use refer to the link provided below.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name, refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number, if applicable (refer to link below to apply for an EIN).

LIMITED PARTNERSHIPS

- Certified copy of Partnership Agreement.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name, refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN).

LIMITED LIABILITY COMPANY (LLC)

- Copy of Articles of Organization filed with the Secretary of State. To apply for and file new Articles of Organization, refer to the State of Illinois website for online forms and fees (link provided below).
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name, refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN). If the LLC is owned by a single individual (with no other managers or members), the individual's social security number may be used.

NOT FOR PROFIT CORPORATION (may or may not be a tax-exempt organizations)

- Copy of Articles of Incorporation filed with the Secretary of State. To apply for and file new article of incorporation, refer to the State of Illinois website for online forms and fees (link provided below).
- Certified copy of Corporate By-Laws OR Operating Agreement.
- Certified copy of Minutes from a recent meeting authorizing the account.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name, refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN).

CLUBS AND ORGANIZATIONS

- Certified copy of Minutes from a recent meeting outlining the officers of the Club or Organization. The Secretary of the Club or Organization will sign the signature cards attesting to the authority of the signing officers.
- Articles of Organization and Operating agreement are required.
- Federal Employer Identification Number (Federal EIN) of the corporation sponsoring the Club/Organization along with a letter from the sponsoring organization indicating that the Club/Organization is authorized to use the sponsor's Federal Employer Identification Number. If no EIN is available, the opening individual may use their Social Security Number.

ADDITIONAL INFORMATION YOU MAY BE REQUIRED TO PROVIDE

We will require the name, address, date of birth and Social Security Number (or passport number or other similar information, in the case of non-U.S. persons) for all "beneficial owners".

Each individual who directly or indirectly owns 25% or more of the equity interests of the legal entity is considered a "beneficial owner". This can include each natural person who owns 25% or more of the shares of the Corporation and/or an individual with significant responsibility for managing the legal entity. (e.g. Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President or Treasurer)

We may also ask to see a copy of a driver's license or other identifying document for each beneficial owner. More details can be provided upon request.

QUICK LINKS TO DOCUMENTS LISTED ABOVE:

- **ILLINOIS BUSINESS SERVICES** – https://www.cyberdriveillinois.com/departments/business_services/home.html
- **FEDERAL EMPLOYER IDENTIFICATION NUMBER** – <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>
- **ASSUMED BUSINESS NAME** – <http://www.cookcountyclerk.com/vitalrecords/busnamereg/pages/default.aspx>

The following information will also be needed for each authorized signer on the business account including a copy of valid identification for each individual (State-issued Driver's License or ID card; valid passport; or Military ID):

NAME: _____ TITLE: _____

ADDRESS: _____ SOCIAL SECURITY # _____