



opening up
**your business
account**



LIMITED LIABILITY COMPANY

Documentation needed from the organization to open the account:

- Proof of EIN – SS-4 Form issued by the IRS *(this should match the name listed on the articles of organization)*
- Articles of Organization filed with the state of Ohio or Michigan and should be in good standing and active
- Operating agreement for LLC with more than one member
 - Signed and dated by all members
 - Percentage of ownership including member contributions should be listed
- SSN of the owner can be used for a sole member LLC without any employees
- Contact number and email address for the company
- Physical address and mailing address for the company – the business itself has to be domiciled in our field of membership

Documentation needed from each signer on the account:

- Valid driver license and social security number for each signer
- Contact number and email address for each signer
- Physical address and mailing address for each signer
- If the address on the license does not match the physical address given we will need address verification



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