

All business entities will be required to provide information and documentation for the controlling party and for all owners of the business. A controlling party is an individual with significant responsibility for managing the legal entity.

Information required:

- Full name
- Address
- Date of birth
- Social Security number
- Phone number
- Driver's license number
- Driver's license state
- Percentage of ownership, if applicable
- Primary occupation, if also an owner of the business

If the controlling party is not present at account opening, please provide a copy of their driver's license or other ID card.

If you have any questions, don't hesitate to call 843-797-8300 (**Charleston**) or 800-845-0432 (**Nationwide**).

TYPE OF ENTITY	FORMS OF IDENTIFICATION
Sole Proprietorship	Current picture ID and <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Business License or Retail License</li> <li>• Previous or current year tax return with Schedule C</li> <li>• IRS Letter 147c or IRS Form SS-4</li> </ul>
Partnership	Current picture ID and <b>two</b> of the following: <ul style="list-style-type: none"> <li>• Business License or Retail License</li> <li>• Partnership or Operating Agreement</li> <li>• Previous or current year tax return with Schedule C</li> <li>• Certificate of Existence/Certificate of Good Standing</li> <li>• IRS Letter 147c or IRS Form SS-4</li> </ul>
Corporation or LLC	Current picture ID and <b>two</b> of the following: <ul style="list-style-type: none"> <li>• Business License or Retail License</li> <li>• Certificate of Existence/Certificate of Good Standing</li> <li>• Articles of Incorporation or Organization</li> <li>• Previous or current year tax return with Schedule C</li> <li>• Operating Agreement</li> <li>• IRS Letter 147c or IRS Form SS-4</li> </ul>
Organization or Association	Current picture ID and <b>two</b> of the following: <ul style="list-style-type: none"> <li>• Copy of minutes appointing officers</li> <li>• Certificate of Existence/Certificate of Good Standing</li> <li>• Articles of Incorporation or Organization</li> <li>• Letter from secretary authorizing signers</li> <li>• IRS Letter 147c or IRS Form SS-4</li> </ul>