

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