### New Account Identification for Business/Commercial Accounts

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Forms of Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sole Proprietorship</strong></td>
<td>Current picture ID and 1 of the following</td>
</tr>
<tr>
<td></td>
<td>- Business license or Retail license</td>
</tr>
<tr>
<td></td>
<td>- Previous or current tax return with schedule C</td>
</tr>
<tr>
<td></td>
<td>- IRS letter 147C or IRS form SS-4</td>
</tr>
<tr>
<td><strong>Partnership</strong></td>
<td>Current picture ID and 2 of the following</td>
</tr>
<tr>
<td></td>
<td>- Business License or Retail license</td>
</tr>
<tr>
<td></td>
<td>- Partnership or operating agreement</td>
</tr>
<tr>
<td></td>
<td>- Previous or current tax return with schedule C</td>
</tr>
<tr>
<td></td>
<td>- Certificate of Existence</td>
</tr>
<tr>
<td></td>
<td>- IRS letter 147C or IRS form SS-4</td>
</tr>
<tr>
<td><strong>Corporation Or LLC</strong></td>
<td>Current picture ID and 2 of the following</td>
</tr>
<tr>
<td></td>
<td>- Business License or Retail license</td>
</tr>
<tr>
<td></td>
<td>- Certificate of Existence</td>
</tr>
<tr>
<td></td>
<td>- Articles of Incorporation or Organization</td>
</tr>
<tr>
<td></td>
<td>- IRS letter 147C or IRS form SS-4</td>
</tr>
<tr>
<td><strong>Organization Or Association</strong></td>
<td>Current picture ID and 2 of the following</td>
</tr>
<tr>
<td></td>
<td>- Copy of minutes appointing officers</td>
</tr>
<tr>
<td></td>
<td>- Certificate of Existence</td>
</tr>
<tr>
<td></td>
<td>- Articles of Incorporation or Organization</td>
</tr>
<tr>
<td></td>
<td>- Letter from secretary authorizing signers</td>
</tr>
<tr>
<td></td>
<td>- IRS letter 147C or IRS form SS-4</td>
</tr>
</tbody>
</table>

*If a business is unable to provide the appropriate documents, an account **cannot** be opened.*