



Business Account Documentation Checklist

<p>Unincorporated associations (Sports leagues etc.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SSN of one of the member (NO TIN) 	<p>Multiple Member Limited Liability Company, Corporations (S-Corp, C-Corp, B-Corp etc) and Organized Associations or Organizations (Scouting organizations, etc.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> TIN/EIN <input type="checkbox"/> Good standing verified with the MN Secretary of State website must include information on one of the signers if not obtaining articles and/or Operating Agreements. If no signer's information appears on the MN Secretary of State website, then the business must provide at least one of the following: <ul style="list-style-type: none"> o Operating Agreement o Minutes of First Written Action of Members o Articles of Incorporation <input type="checkbox"/> Beneficial Owner Certification (AHCU form)
<p>Sole Proprietor (Full name in business name: e.g.: <i>John Smith Plumbing</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SSN of the owner 	
<p>Sole Proprietor and Political Campaign (Name of business different from full name e.g.: <i>John and brothers Plumbing</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SSN of the owner or TIN <input type="checkbox"/> Business/DBA in Good standing verified with the MN Secretary of State website must include information of the owner 	
<p>Single Member/Owner Limited Liability Company LLC Using SSN of Owner</p> <ul style="list-style-type: none"> <input type="checkbox"/> SSN of owner <input type="checkbox"/> Good standing verified with the MN Secretary of State website <input type="checkbox"/> Beneficial Owner Certification (AHCU form) 	<p>Partnerships (General, Limited, Limited Liability etc.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> TIN <input type="checkbox"/> Partnership agreement <input type="checkbox"/> Good standing verified with the MN Secretary of State website <input type="checkbox"/> Beneficial Owner Certification (AHCU form) <input type="checkbox"/> Submit to Deposit Services for Approval
<p>Single Member/Owner Limited Liability Company LLC Using EIN/TIN</p> <ul style="list-style-type: none"> <input type="checkbox"/> TIN/EIN <input type="checkbox"/> Good standing verified with the MN Secretary of State website must include information of one of the signers if not obtaining articles and/or Operating Agreements. If no signer's information appears on the MN Secretary of State website, then the business must provide at least one of the following: <ul style="list-style-type: none"> o Operating Agreement or Minutes of First Written Action of Members o Articles of Incorporation <input type="checkbox"/> Beneficial Owner Certification (AHCU form) 	<p>Non-Profits including Cooperatives</p> <ul style="list-style-type: none"> <input type="checkbox"/> EIN <input type="checkbox"/> Articles of Organization or Bylaws <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Minutes of First Written Action of Members <input type="checkbox"/> Good standing verified with the MN Secretary of State website <input type="checkbox"/> IRS Ruling letter of tax exemption under the IRC 501C <input type="checkbox"/> Beneficial Owner Certification (AHCU form)

Business Beneficial Owner definition

Owner: Business ownership of 25% or more

Control: has significant responsibility to control, manage or direct the legal entity