

BUSINESS ACCOUNT CHECKLIST

Sole Proprietorship

- Trade Name Affidavit - Colorado Secretary of State
- Certificate of Good Standing - Colorado Secretary of State
- Employee Identification Number (EIN) - if applicable
- Deposit Resolution/Authorization
- Certificate Regarding Beneficial Ownership of Legal Entity Customers

Limited Liability Company (LLC)

- Articles of Organization - Colorado Secretary of State
- Operating Agreement - Provided by Member
- Certificate of Good Standing - Colorado Secretary of State
- Employee Identification Number (EIN) - if applicable
- Deposit Resolution/Authorization
- Certificate Regarding Beneficial Ownership of Legal Entity Customers

Corporation - Profit, Non-Profit, C-Corp & S-Corp

- By-Laws - Provided by Member
- Articles of Incorporation - Colorado Secretary of State
- Certificate of Good Standing - Colorado Secretary of State
- Employee Identification Number (EIN) - if applicable
- Deposit Resolution/Authorization
- Certificate Regarding Beneficial Ownership of Legal Entity Customers

Partnership - General, Limited or Limited Liability (LLP)

- Employee Identification Number (EIN)
- Statement of Partnership Authority - General Partnerships
- Certificate of Limited Partnership - Limited Partnerships
- Certificate of Domestic Limited Liability - Limited Liability Partnerships
- Certificate of Good Standing
- Partnership Certificate
- Deposit Resolution/Authorization
- Certificate Regarding Beneficial Ownership of Legal Entity Customers

Not-For-Profit Organization

- Certificate of Good Standing - Colorado Secretary of State
- Articles of Incorporation - Colorado Secretary of State
- By-Laws (Operating Agreement) - Provided by Member
- 501(c)(3) IRS Tax Exempt Status Letter
- Deposit Resolution/Authorization
- Certificate Regarding Beneficial Ownership of Legal Entity Customers