

Business Account Getting Started Guide

Business Name: _____

Nature of Business: _____ TaxID#: _____

Phone Number: _____ Fax: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Documentation Required by Business Type:

_____ Sole Proprietor

Provide a copy of one of the following:

- Assumed Name Certificate or Fictitious Name Registration (not required if legal name of individual is in company name)
- No document is required in Oklahoma

_____ Partnership

- Beneficial Ownership Form (attached)
- ID for all Beneficial Owners and/or Responsible Individuals *Photocopies of ID are acceptable*
- Partnership Agreement

AND one of the following:

- Assumed Name Certificate or Fictitious Name Registration (state registered unless General Partnership)
- Certificate of Good Standing
- Certificate of Partnership
- Business License
- Occupational Tax Payment Receipt
- Secretary of State Printout

_____ Limited Liability Company (LLC)

- Beneficial Ownership Form (attached)
- ID for all Beneficial Owners and/or Responsible Individuals *Photocopies of ID are acceptable*
- Copy of Operating Agreement (or Consent & Acknowledgment Form for member-managed by non-entities)

AND one of the following:

- Articles of Organization
- Secretary of State Filing
- Certificate of Good Standing
- Business License
- Occupational Tax Payment Receipt

_____ Corporation

- Beneficial Ownership Form (attached)
- ID for all Beneficial Owners and/or Responsible Individuals *Photocopies of ID are acceptable*

AND one of the following:

- Articles of Incorporation
- Certificate of Incorporation
- Certificate of Good Standing
- Business License
- Occupational Tax Payment Receipt
- Secretary of State Printout (MO, OK)

Additional Account Details

- Associations & Organizations may provide a Secretary of State Filing or and IRS Filing Letter, but neither are required.
- A Franchise Agreement is required for a business working under a Franchise.
- For those businesses Doing Business As (DBA) another business type, both sets of documentation are required.
- All Limited Liability Company and Corporation documents must be state filed.
- Photo identification must be provided by Business Owner(s) and Authorized Signer(s).
- Bankers may print a Secretary of State certificate if the business is already registered.
- Additional business documentation could be required at account opening.
- Beneficial Ownership – Under Bank Secrecy Act rules, Financial Institutions are required to identify Beneficial Owners who own at least 25% of the business and a Responsible Individual for the business.