

Documents and Information Needed When Opening a Business Account

BENEFICIAL OWNERSHIP INFORMATION: Provide legal name, Social Security number, physical home address, date of birth and legible copy of valid unexpired government issued photo ID for individuals with 25% direct or indirect equity ownership and one individual with control over the legal entity. Businesses affected are indicated below.

We will ask about the nature/purpose of the entity and the estimated average monthly transaction volumes. Proof of assigned Employer Identification Number is recommended.

Corporations

- Secretary of State Certificate of Account Status
- Certificate of Formation
- Certificate of Filing
- Statement of Foreign Entity for Out-of-State Corporations doing business in Texas.
- Assumed Name Certificate – State stamped (If applicable to state law)
- Bylaws
- Beneficial Ownership Information – See above

Limited Liability Companies

- Secretary of State Certificate of Account Status
- Certificate of Formation
- Certificate of Filing
- Statement of Foreign Entity for Out-of-State LLCs doing business in Texas.
- Assumed Name Certificate – State stamped (If applicable to state law)
- Operating Agreement (may also be referred to as “Company Agreement” or “Regulations”)
- Beneficial Ownership Information – See above

General Partnerships

- Assumed Name Certificate - Receipt/stamped by County
- Partnership Agreement
- Beneficial Ownership Information – See above

Limited Liability Partnerships

- Secretary of State Certificate of Account Status
- Certificate of Formation
- Certificate of Filing
- Statement of Foreign Entity – State stamped (If applicable to entity)
- Assumed Name Certificate – State stamped (If applicable to state law)
- Partnership Agreement
- Beneficial Ownership Information – See above

Unincorporated Associations:

- Assumed Name Certificate – County or State stamped (If applicable to state law)
- Bylaws/Constitution
- Meeting Minutes – Naming officers
- If for a school subsidiary club, we need school permission on letterhead

Sole Proprietorships

- Assumed Name Certificate - County Recorded (If applicable to state law)



THE WAY BANKING SHOULD BE