

NEW ACCOUNT CHECKLIST

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Please note that the following items will be needed to complete your application.

BUSINESS ACCOUNT

- Pre-Consent E-Sign Authorization Disclosure
- W-9 Form
(Mark as exempt if applicable)
- Entity Formation Documents including:
 - Articles of Incorporation
 - Tax Letter (EIN number)
 - Authorized Signer Designation (this could be a Corporate Resolution, Corporate Charter, or business meeting minutes)
 - Active Status/Good Standing verification
- Copy of a Valid Government Issued Photo Identification
 - Drivers License
 - State Issued Identification or
 - Passport
- Business Account Application