

# NEW ACCOUNT CHECKLIST

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

## BUSINESS ACCOUNT

- W-9 Form
- 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