

Business Account Checklist

When applying for a Business Account, please provide the following information:

Required Business Documentation

Partnership, Corporation, Limited Liability (LLC)

- Articles of Partnership or Partnership Agreement (Limited Liability Partnership/General Partnership)
- Articles of Incorporation (Corporation)
- Articles of Organization (LLC)
- Proof of Employer Identification Number (IRS SS-4 form, IRS LTR 147C, IRS CP 575, IRS LTR 385C, Tax Return)

For each **Beneficial Owner** and/or for the **Controlling Person** (i.e. Chief Executive Officer, Chief Financial Officer, Managing Member, General Partner, etc.), the business must provide:

- Name
- Address
- Date of Birth
- Social Security Number

Sole Proprietorship (EIN or SSN)

- Social Security Number (Sole Proprietorship with SSN)
- Proof of TIN or ITIN, or EIN Letter

Trust, Benefit, Organization (including non-profit, club), Public Deposit

Trust (organized under an EIN):

- Proof of EIN
- Unexpired government-issued photo identification for each trustee (such as driver license)

Benefit:

- Proof of EIN

Organization:

- Proof of EIN
- Minutes designating individuals authorized to conduct financial transactions

Public Deposit:

- Proof of EIN
- Minutes designating individuals authorized to conduct financial transactions

For the **Controlling Person** (i.e. Board Member, Director, Officer, etc.), the business must provide:

- Name
- Address
- Date of Birth
- Social Security Number

Required Authorized Signer Information*

An Authorized Signer is a natural person who has been given authorization to conduct financial transactions with CoVantage on behalf of your business. The business owner is automatically included as an Authorized Signer. For each Authorized Signer, CoVantage will require the following information:

- Name
- Social Security Number
- Address
- Mother's Maiden Name
- Date of Birth
- Valid Photo ID (i.e. driver license, etc.)

****All authorized signers must be present to open the account.***