

# Business Owner Information Worksheet

## IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

- **Business Legal Name** \_\_\_\_\_
- **Street Address:** \_\_\_\_\_  
(Provide both physical and PO Box addresses, if applicable)
- **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip + 4:** \_\_\_\_\_
- **EIN Tax ID #:** \_\_\_\_ - \_\_\_\_\_ **E-mail Address** \_\_\_\_\_
- **Telephone Numbers:**      Work (    ) \_\_\_\_\_      Fax (    ) \_\_\_\_\_
- **Type of Account Opening:**     **Checking**       **Savings**       **Loan**       **CD**       **Safety Dep Box**
- **Type of Business** \_\_\_\_\_
- **Type of Ownership:**

<input type="checkbox"/> <b>Sole Proprietor</b>	Doing business under an assumed name, must have copy of the State of MN Certificate. If business pay wages to one or more employees, business must obtain an EIN from the IRS. Obtain a copy of the certificate showing the EIN & the name of the business.
<input type="checkbox"/> <b>Corporation</b>	Obtain a copy of the Corporate Resolution specifying authorized signers on the account. Use Corporate EIN.
<input type="checkbox"/> <b>Partnership</b>	Obtain a copy of the formal Partnership agreement or if unavailable, obtain a Partnership Resolution signed by all Partners. Unless the name of the partnership has the full names of all the partners, obtain a copy of the filed, certificate of assumed name with the MN Secretary of State. Use Partnerships TIN.
<input type="checkbox"/> <b>Non-Profit</b>	Obtain a copy of the organizations or associations resolution showing their TIN. If tax exempt, obtain a copy showing proof of tax exempt status. Also obtain a copy of the by-laws or minutes showing who is authorized on the account.
<input type="checkbox"/> <b>LLC (Limited Liability Company)</b>	Obtain a copy of the resolution specifying authorized signers. Use the LLC TIN, unless there is only a single member, then use the single member's TIN. Obtain a copy of the certificate filed with the MN Secretary of State.
<input type="checkbox"/> <b>LLP (Limited Liability Partnership)</b>	Obtain a copy of the resolution specifying authorized signers. Use the LLP TIN, never an individual partner's TIN.
<input type="checkbox"/> <b>Estate</b>	Personal Representative appointment -obtain copy from the attorney to formally open the estate account. Open the account exactly has the attorney's have them named.

- **Resolution Type:**     **Sole Proprietorship**     **Corporation**     **Partnership**     **LLC**     **LLP**     **Non Profit**     **Estate**

▪ **Supporting Evidence**

- |  |  |
|--|--|
| <input type="checkbox"/> Articles of Incorporation                                     | <input type="checkbox"/> Is the Entity Tax Exempt? Copy of Certificate from State. |
| <input type="checkbox"/> LLC/LLP Filings   | <input type="checkbox"/> Trade Name Verification from State                        |
| <input type="checkbox"/> Government License, Partnership Agreement or Trust Instrument | <input type="checkbox"/> Entity Authorization (Non-Profit ONLY)                    |
| <input type="checkbox"/> Estate – PR Papers with TIN                                   | <input type="checkbox"/> _____   |

▪ **Authorized Signers: (Please Print)**

_____	_____
_____	_____
_____	_____

*Please note: Federal regulation requires that the Bank have on file verification of customer's identification.*

*The information I have provided is correct to the best of my knowledge. We need to verify your creditworthiness for the following reason: The above named Business Entity with which you are associated has applied to open an account or has applied for a loan from us. You understand that we may have a need to review your creditworthiness as an individual. By signing below, you authorize Integrity Bank Plus to check your credit report and/or employment history. You also acknowledge that we will verify the creditworthiness of the above-named Business Entity. Verification of all account information is provided by ChexSystems/Efunds.*

_____	Date _____
(Signature of account owner or authorized signer)	
_____	
(Title)	

**BANK USE ONLY**

Harland ChexSystems/Efunds- Verification of Tax ID Number?  yes  no

Is a copy of the Harland ChexSystems/Efunds report attached?  yes  no

OFAC Scan – copy attached?  yes  no

Any History?  no  yes If yes, what \_\_\_\_\_ Officer's Initials: \_\_\_\_\_

CSR: \_\_\_\_\_ Date: \_\_\_\_\_