

New Business Account Checklist

Use our checklist to help you complete your transfer of checking related services to Piedmont Federal Savings Bank.

To start an application, you will need:

- Your business's Tax Identification Number

What you need to take to the branch for each signer and beneficial owner:

- An unexpired government-issued ID with photograph
- Examples of ID: U.S. driver's license; U.S. non-driver ID card; active military ID card; U.S. permanent resident/green card; U.S. certificate of naturalization; U.S. employment authorization card
- Documents verifying your business registration and your authority to act on behalf of the business

Review your business entity type to determine which documents you may need to provide to verify your business registration and your authority to act on behalf of the business:

Sole Proprietorship

- SSN of owner who will sign on account
- Valid name registration

Partnership

- SSN of partners who will sign on account
- Partnership Agreement (if any)
- Valid name registration

LLC or LLP

- SSN of members, managers or partners who will sign on account
- Operating Agreement
- Limited Partnership Agreement (LLP only)
- Certification of Formation/Organization (LLC) or Certificate of Limited Partnership (LLP)
- Secretary of State registration OR other valid name registration
- IRS Classification
- Articles of Organization

Corporation

- SSN of officers or directors who will sign on account
- By-laws

- Articles of Incorporation and any amendments
- Certification of Formation/Organization
- Board of directors meeting minutes
- Secretary of State registration OR other valid name registration

Unincorporated Association

- SSN of officers or directors who will sign on account
- By-laws (if applicable)
- Certification of Formation/Organization (if applicable)
- Board of directors meeting minutes (if applicable)
- Authorization letter on company letterhead (if applicable)
- Secretary of State registration OR other valid name registration (if applicable)

Non-Profit Organization

- Review the entity type above associated with your Non-Profit Organization to determine which documents to provide (Partnership, LLC, Corporation, Unincorporated Association)
- A 501(c) tax form or state Non-Profit registration (IRS tax-exempt letter)
- Secretary of State document
- Meeting Minutes

