



# Information needed to open an Estate or Club/Association Account

## Business Accounts:

### Basic information:

- Physical address for place of business
- Physical address for business if principal office is different than local place of business
- Mailing address (if applicable)
- Phone number and email address (if applicable)
- Resolution or minutes defining who is on account and what they are allowed to do
- Tax ID Number (for both the business and the representatives and beneficial owners)
- Updated Certificate of Beneficial Owners
  - Form found on our accounts resource page
  - ID for all beneficial owners
- Business documentation showing how the business was formed/registered (see below)
- Personal information for each individual on the account
  - Name
  - Date of birth
  - Physical address
    - *Proof of address may be required if it is not up to date on your ID*
  - Mailing address (if applicable)
  - Employment-Occupation
  - Tax ID Number
  - Valid Unexpired Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
  - Phone number and email address (if applicable)

### The following information will be needed depending on how the business is formed:

- *Sole Proprietorship*
  - DBA filed with each county business is done (unexpired)
  - Articles of Organization (if applicable)
  - Certificate of Assumed Business Name filed in each county business is done (if applicable)
- *Corporations (profit and non-profit)*
  - Articles of Incorporation
  - Certificate of Assumed Business Name filed with the State of Michigan
  - Proof of tax-exempt status from the IRS (if applicable)
- *Limited Liability Company (LLC) or Limited Liability Partnership (LLP)*
  - Articles of Organization
  - Certificate of Assumed Business Name filed with the State of Michigan
  - Certificate of Limited Liability Partnership (if applicable)
  - Partnership Agreement (if applicable)
- *Organizations (profit and non-profit)*
  - Proof of tax-exempt status from the IRS (if applicable)
  - Articles of Organization (if applicable)
  - Certificate of Assumed Business Name filed with the State of Michigan

## Club/Association Accounts

- If Club/Association is registered with the State of Michigan or has a DBA filed with the county, follow the Business Account information list
- For unregistered Clubs and Associations (i.e. class reunions, bowling leagues, etc.)
  - Minutes defining who is on account and what they are allowed to do
  - If there is a board for the Club or Association a board resolution will be required
  - If the club/association is not required to file with the state and does not have a board, meeting minutes will be acceptable
  - You can find samples of each on our accounts resource page
- An EIN for banking purposes may be required
  - You can find instructions on our accounts resource page for applying
- Personal information for each person on the account
  - Name
  - Date of birth
  - Physical address
    - *Proof of address may be required if it is not up to date on your ID*
  - Mailing address (if applicable)
  - Employment-Occupation
  - Tax ID Number
  - Valid Unexpired Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
  - Phone number and email address (if applicable)