

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

Estate Accounts

- Deceased needed to be a member at the time of their death
- Death Certificate
- Court documents appointing the Executor of the Estate or Personal Representative of the Estate
- Personal information on the Executor or Personal Representative:
 - Name
 - Date of birth
 - Physical address and proof
 - Mailing address
 - Tax ID Number
 - Valid Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
 - Phone Number

Club/Association Accounts

- Any Certificates of Assumed Business Name or Articles of Incorporation if applicable
- Resolution or 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 and proof
 - Mailing address
 - Tax ID Number
 - Valid Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
 - Phone Number