



Required Documentation for Business Accounts

Sole Proprietorship

Bring the following:

- Name Registration filed **online** with Ohio Secretary of State (**Form 534A**)
- Employer Identification Number letter from the IRS, if not using personal SSN
- Valid identification on all signers
- Beneficial Ownership Information Report (BOIR) Transcript from FinCEN registration.
- FinCEN website to register is: <https://boiefiling.fincen.gov/>
- DMCU - Form Certification Regarding Beneficial Owners of Legal Entity Customers
- Additional Documents may be requested

LLC/Partnership

Bring the following:

- Articles of Organization filed **online** with Ohio Secretary of State (**Form 533A**)
- Employer Identification Number letter from the IRS, and/or Federal Tax Return; if not using Personal SSN
- Operating/Partnership Agreement (not required for Sole Member LLC's)
- Valid identification on all signers
- Beneficial Ownership Information Report (BOIR) Transcript from FinCEN registration.
- FinCEN website to register is: <https://boiefiling.fincen.gov/>
- DMCU - Form Certification Regarding Beneficial Owners of Legal Entity Customers
- Additional Documents may be requested

For-Profit Corporations (Inc.)

Bring the following:

- Articles of Incorporation filed **online** with Ohio Secretary of State (**Form 532A**)
- Employer Identification Number letter from the IRS and/or Federal Tax Return; if not using personal SSN
- Articles of Incorporation, By-laws, Code of Regulations, Charters and/or Constitutions (stating who has authority to manage financial deposit accounts)
- Valid identification on all signers
- Beneficial Ownership Information Report (BOIR) Transcript from FinCEN registration
- FinCEN website to register is: <https://boiefiling.fincen.gov/>
- DMCU - Form Certification Regarding Beneficial Owners of Legal Entity Customers
- Additional Documents may be requested

Non-Profit Corporations

Bring the following:

- Articles of Incorporation filed **online** with Ohio Secretary of State (**Form 532B**)
- Employer Identification Number letter from the IRS; Federal Tax Return and/or **W-9 form** from the IRS
- Minutes, Corporate Resolution, and/or By-Laws signed by Board of Directors/Trustees; Charters or Constitutions (stating who has authority to manage financial deposit accounts)
- Valid identification on all signers
- Beneficial Ownership Information Report (BOIR) Transcript from FinCEN registration
- FinCEN website to register is: <https://boiefiling.fincen.gov/>
- DMCU - Form Certification Regarding Beneficial Owners of Legal Entity Customers
- Additional Documents may be requested