



Business Account Documentation Guidelines

SOLE PROPRIETORSHIP (dba)

Original Documentation Required:

- Completed and signed Business Account Card
- Completed and signed Authorization Designation
- Copy of the Certified Fictitious Name Registration **OR** an Occupational License along with an Acknowledgement of Filing for Fictitious Name Registration from the State of Florida
- Social Security Number of the business owner **OR** Federal Business Tax ID number (EIN Number)
- Appropriate identification for all signers
All persons named as authorized signers on the account must sign in person in the branch or have their signatures notarized on the Business Account Card.

PARTNERSHIPS

Original Documentation Required:

- Completed and signed Business Account Card
- Completed and signed Authorization Designation
- Partnership Agreement and Certified Fictitious Name Registration **OR** Partnership Agreement, Occupational License, and Acknowledgement of Filing for Fictitious Name Registration from the State of Florida
- Social Security Number of the business owner **OR** Federal business Tax ID Number (EIN Number)
- Appropriate identification for all signers
All persons named as authorized signers on the account must sign in person in the branch or have their signatures notarized on the Business Account Card.

NON-PROFIT ORGANIZATION

Original Documentation Required:

- Completed and signed Business Account Card
- Completed and signed Authorization Designation
- Filed company charter or Bylaws, including statement confirming non-profit status with the IRS code
- Social Security Number of the business owner **OR** Federal Business Tax ID Number (EIN Number)
- Appropriate identification for all signers
All persons named as authorized signers on the account must sign in person in the branch or have their signatures notarized on the Business Account Card.



Business Account Documentation Guidelines (continued)

CORPORATION

Original Documentation Required:

- Completed and signed Business Account Card
 - Completed and signed Authorization Designation
 - Federal Business Tax ID Number (EIN Number) and Social Security Number for all signers
 - Articles of Incorporation
 - Appropriate identification for all signers
- All persons named as authorized signers on the account must sign in person in the branch or have their signatures notarized on the Business Account Card.

LIMITED LIABILITY COMPANY (LLC)

Original Documentation Required:

- Completed and signed Business Account Card
 - Completed and signed Authorization Designation
 - Filed Articles of Organization
 - Certification of Tax ID **OR** Social Security Number
 - Appropriate identification for all signers
- All persons named as authorized signers on the account must sign in person in the branch or have their signatures notarized on the Business Account Card.