



MSB BUSINESS DEPOSIT ACCOUNT REQUIREMENTS

- Copy of Valid Driver's License, State Issued ID or Passport for Each Signer / Owner / Controlling Individual
- Completed MSB New Business & Contact information Application
- IRS Documentation Verifying the EIN of the Entity (if applicable)

ADDITIONALLY REQUIRED DOCUMENTS BY BUSINESS TYPE

SOLE PROPRIETORSHIP

- Trade name / assumed name certificate
- Beneficial Ownership Information
 - 25% owner
 - Controlling Individual
- Occupational license (if applicable)
- Individual's SS# as tax reporting

LIMITED LIABILITY CORPORATION

- Articles of Organization –Filed with the Secretary of State
- LLC Operating Agreement (if applicable)
- Certificate of Assumed Name (if applicable)
- Beneficial Ownership Information
 - 25% owner
 - Controlling Individual

CORPORATION

- Articles of Organization – Filed with the Secretary of State
- Resolution adopted by the corporation's board of directors:
 - Authorizes establishment of the account and designates the authorized signers
 - Executed by appropriate officer of the entity to certify it as an official act
- Certificate of Assumed Name (if applicable)
- Beneficial Ownership Information
 - 25% owner
 - Controlling Individual

PARTNERSHIP

- Certificate of existence / Certificate of assumed name
- Partnership Agreement
- Beneficial Ownership Information
 - 25% owner
 - Controlling Individual

FORMAL NONPROFIT ORGANIZATION OR ASSOCIATIONS (RELIGIOUS, CHARITABLE, BENEFIT, EDUCATIONAL OR TAX EXEMPT)

- Articles of Incorporation
- Bylaws
- Minutes authorizing the opening of account and listing the authorized signers
- Beneficial Ownership Information
 - Controlling Individual

INFORMAL NONPROFIT ORGANIZATION OR ASSOCIATIONS (RECREATIONS, CLUBS, ETC.)

- Minutes – Stating officers and purpose of Organization
- Beneficial Ownership Information
 - Controlling Individual

CAMPAIGN FUND

- Government Documentation of Candidate
- EIN of Campaign fund – IRS Documentation verifying EIN (The candidate is NOT the tax reporter)
- Beneficial Ownership Information
 - Controlling Individual

ESTATES

- Letters of Testamentary or Letters of Admin appointing the Executor / Administrator
- Certified Death Certificate

IRREVOCABLE TRUSTS

- Trust Documentation proving existence of the Trust and naming the Trustees / Successor Trustees
- Certified Death Certificate of Trustees (if applicable)