



New Business Entity to Currency Bank:

Fully executed CIP Forms (Business and Personal)
Application or EIN confirmation letter from the IRS

- **OR** the last filed tax return and filed W-9
- Exceptions are: Sole Proprietorship or Single Member LLC reporting under an owner's SSN Certificate of Good Standing from the Secretary of State (dated within the last 6 months)
- **OR** Search for Certificate of Good Standing on the State's website and verify that the filing is currently active

Corporation

Required documentation:

- Certified Articles of Incorporation
- By-laws **or** Operating / Membership Control Agreement **or** a document authorizing owners/signers
- Board Meeting Minutes, listing authorized signers and their title within the business

If Available:

- Articles of Association
- Corporate Resolution approved by the Board of Directors of the corporation

Limited Liability Partnership (LLP) or Partnerships

Required documentation:

- Certified copy of the Partnership Agreement **or** Membership Account Agreement **or** a document authorizing owners/signers.
- Board Meeting Minutes, listing authorized signers and their title within the business

If Available:

- Partnership Resolution
- Certification of registration as LLP/LLLP

Limited Liability Company (LLC)

Required documentation:

- Certified Articles of Organization
- Operating Agreement **or** Membership Control Agreement **or** a document authorizing owners/signers, Exception is a Single Member LLC
- Board Meeting Minutes, listing authorized signers and their title within the business

If Available:

- Operating or Membership Control Agreement

Sole Proprietorship

Required documentation:

- Certification of Assumed Name (DBA)

If Available:

- Operating or Membership Control Agreement

Estate

Required documentation:

- Letters Testamentary **or** other court ordered documents appointing the Personal Representative for the Estate
- Copy of the Death Certificate for decedent

Non-Business Organizations

Required documentation:

- Document showing authorized owners/signers for account

If Available:

- Constitutional By-Laws (Associations)