



Business Account Documentation Requirements

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

All business account signers, including any owner with 25% or more interest, will need to provide personally identifiable information to establish the account. This includes Name, Address, Date of Birth, Social Security Number and Valid ID with current address.

Sole Proprietorship:

***Please provide one of the following:**

- Business License
- Registration with Manitowoc or Sheboygan County Register of Deeds
- WI Sales Tax Validation
- Federal Tax Returns

Partnership:

***Please provide one of the following in addition to any required documents:**

- Business License
- Registration with Manitowoc or Sheboygan County Register of Deeds
- Tax Returns
- Partnership Agreement (if applicable)
- TIN verification from IRS (**Required when TIN used on account**)

Limited Liability Company (LLC):

- Articles of Organization (**Required**)
 - Operating Agreement (When multiple members) (Required if applicable)
- TIN verification from IRS (**Required when TIN used on account**)

Corporation (Private, Non-profit, S-Corp, C-Corp, Professional, or Cooperative):

- Articles of Incorporation (**Required**)
 - Copy of corporate minutes, identifying officers, filed annually
 - Corporate Resolution (Only if not all named officers are signers, if signers include persons not named as officers, or if corporate minutes reflect multiple signers)
- TIN verification from IRS (**Required**) Can be IRS form from original filing or tax returns

Unincorporated Non-profit Associations:

***Please provide one of the following in addition to any required documents:**

- Meeting minutes authorizing the opening of the account, stating who is authorized to open (preferred)
- Constitution
- Charter
- Statement of authority
- TIN verification from IRS (**Required**)