



Account Document Checklist

	Required	Present	Received by Customer Service
Signature Card			
Copy of Photo ID Card			
<i>Sole Proprietorships</i>			
Certificate of Assumed Name			
Business Corporations & Non-Profit Organizations			
Certified copy of Articles of Incorporation/Bylaws			
Certificate of Assumed Name			
Incumbency Certificate/Certificate of Authority			
Corporate Resolution			
Certificate of Good Standing or Certificate of Incorporation			
<i>Limited Liability Company</i>			
Certificate of Organization			
Member Control Agreement			
Board of Governors Resolution			
Limited Liability Resolution			
Articles of Organization			
Action by the Governors			
Certificate of Assumed Name			
<i>Partnerships</i>			
Certified copy of Partnership Agreement			
Partnership Agreement			
Partnership Resolution			
Certificate of Limited Partnership			
Certificate of Good Standing			
<i>Unincorporated Associations</i>			
Certificate of Authority			
Minutes containing list of authorized signers			
<i>Miscellaneous Documents</i>			
Power of Attorney			
Evidence of Name Change			
Death Certificate			