

Business Account Documents Checklist

All Business Accounts will need the following Pioneer forms:

- Member Business or Organization Statement
- Business Account Card Membership Account Services
- Business Beneficial Owners
- Business Check Card Application Agreement (if applicable)
- Business Membership Agreement

Each type of business requires the following external documents to be provided before the account will be open. All signers going to be on the business account will be need to be at the account opening to sign Pioneer Business Account documents. Appointments to open business accounts estimated to be at least one hour.

Samples of Business forms from the Idaho Secretary of State can be found at <https://sosbiz.idaho.gov/forms/business>.

SOLE PROPRIETORSHIP

- Copy of Certificate of Assumed Business Name from the Idaho Secretary of State
- SSN or EIN letter (if business uses an EIN)

GENERAL AND LIMITED PARTNERSHIP

- Copy of Partnership Agreement showing the business name and name of all partners (this must be signed)
- Copy of Certificate of Limited Partnership from the Idaho Secretary of State
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number
- Meeting Minutes to identify the people authorized to open and transact on the account

CORPORATION

- Copy of Articles of Incorporation from Idaho Secretary of State
- Copy of Corporate Resolution identifying the people authorized to open and transact on the business account(s)
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number
- Copy of meeting minutes to identify the officers of the corporation (if applicable)
- Non-profit corporations must also bring a copy of the IRS ruling letter under IRC 501C
- Corporate Bylaws
- Shareholder List Document

LIMITED LIABILITY COMPANY

- Copy of Certificate of Organization Limited Liability Company from Idaho Secretary of State
- Operating Agreement or Member Control Agreement
- Meeting minutes or resolution from LLC to identify people authorized to open/transact on business account(s)
- TIN/Ein Letter from IRS

ORGANIZATION, CLUB OR UNINCORPORATED ASSOCIATION

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| <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Organization Charter or By-laws <input type="checkbox"/> Copy of meeting minutes or resolution identifying the people authorized to open and transact on business account(s) <input type="checkbox"/> Letter of Authorization on the organization's letterhead <input type="checkbox"/> Registration form with the Idaho Secretary of State | <ul style="list-style-type: none"> <input type="checkbox"/> TIN/EIN Letter from IRS <input type="checkbox"/> If Non-Profit, will need the IRS ruling letter under the IRC501c. (Beneficial Ownership form will be required if non-profit and only section 2 will be filled) |
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