

## BUSINESS ACCOUNT OPENING CHECKLIST

*All Businesses will be required to fill out a Business Account Confirmation Document  
For all approved account signers and owners of 25% or more of business please provide:*

- Name  SSN  Address  Phone Number  Email Address  Mother's Maiden Name  
 Place of Employment  Occupation  Copy of Current Photo ID

### LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization  
 EIN Award Letter from IRS  
 Operating Agreement  
 Fictitious Name Filing (if applicable)

### SOLE-PROPRIETOR

- SSN or EIN Award Letter from IRS  
 Fictitious Name Filing (if applicable)

### CORPORATION | S-CORP | C-CORP

- Articles of Incorporation  
 EIN Award Letter from IRS  
 Bylaws  
 Corporate Resolution  
 Fictitious Name Filing (if applicable)  
 Evidence of Ownership (Stock Ownership or Share Certificates)

### NON-PROFIT

- Articles of Incorporation of a Nonprofit Corporation  
 EIN Award Letter from IRS  
 501 (c)(3) Paperwork  
 Bylaws  
 Fictitious Name Filing (if applicable)  
 Meeting Minutes approving move to BluCurrent and list of individuals that will be on account

### PARTNERSHIP | CLUB

- Fictitious Name Filing  
 EIN Award Letter from IRS  
 Partnership Agreement (Partnership Only)  
 Signers Authority List

### PUBLIC FUNDS

- Evidence of Authority to open account (Resolution, Meeting Minutes, County Commission Record, etc.)  
 EIN Award Letter from IRS

#### BENEFICIAL OWNERS CERTIFICATION FORM

- Due to new regulations, the Beneficial Owners Certification Form must be completed for all account types noted. This form requires information about all individuals with 25% or more ownership in a business.
- The Beneficial Owners Certification Form can be found on the Business Account Confirmation Document.

**For information on obtaining Articles of Organization, Articles of Incorporation, or Fictitious Name Filings, please visit the Missouri Secretary of State Business Services website at <https://www.sos.mo.gov/business>**

For all other questions please contact the Business Services department: Email [business@blucurrent.org](mailto:business@blucurrent.org) | Call 417.851.1494

*All business will be reviewed and checked against the Better Business Bureau and Missouri Secretary of State websites.*