



BUSINESS ACCOUNT OPENING CHECKLIST

LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization
- Operating Agreement
- SS-4 Form from IRS – EIN/TIN
- Fictitious Name Filing (Yes or No)
- Fill out 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

SOLE-PROPRIETOR

- SSN or SS-4 Form from IRS – EIN/TIN
- Fictitious Name Filing (Yes or No)
- Fill out Business Account Confirmation Document

For all approved account signers please provide:

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

NON-PROFIT

- 501 (c)(3) Paperwork
- Bylaws
- Signers Authority List (proof of titles)
- Fictitious Name Filing (Yes or No)
- SS-4 Form from IRS (EIN/TIN)
- Fill out Business Account Confirmation Document

For all approved account signers please provide:

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

CORPORATION | S-CORP | C-CORP

- Articles of Incorporation
- Bylaws
- Corporate Resolution
- Fictitious Name Filing (Yes or No)
- SS-4 Form from IRS (EIN/TIN)
- Fill out 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

PARTNERSHIP | CLUB

- Fictitious Name Filing (Yes or No)
- SS-4 Form from IRS (EIN/TIN)
- Partnership Agreement (Partnership Only)
- Signers Authority List (proof of titles)
- Fill out 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

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 Incorporation, etc., 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 | Call 417.851.1494

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