

Documents Needed Checklist

Business Account Opening Documents Needed Checklist

When opening a business checking or savings account, all banks are required to obtain certain information verifying the business as well as individuals associated with the business. This list will help you quickly and easily determine the documents that you will need to provide. Based on your business account, you will need the documents listed below to open your account.

If opening an account in a Legacy Bank and Trust location, please bring the original or certified copies of your business documents with you.

CORPORATION

- ☐ Tax ID Number (TIN)
- ☐ Corporation Name, Address and Phone Number
- ☐ Articles of Incorporation
- ☐ Certificate of Good Standing
- ☐ For Public Funds Accounts, Churches, Cemetery, Civic Group, etc.
Meeting minutes stating that organization will open account at Legacy Bank and Trust with list of all signers allowed on account.
- ☐ Beneficial Owners Certification Form

For all approved account signers and owners of 25% or more of business:

- ☐ Name
- ☐ Social Security Number
- ☐ Address
- ☐ Phone Number
- ☐ Copy of Current Photo ID
- ☐ Place of Employment and Occupation

SOLE PROPRIETORSHIP

- ☐ Social Security Number (SSN) or Tax ID Number (TIN)
- ☐ If the business does not include the legal first and last name of the owner, you will need the following document:

Fictitious Name Registration (see note below)

Example: If owners legal name is Bob Smith, and the business name is Smith Construction, you will need the additional documentation. However, if the business name is Bob Smith Construction you will not.

For all approved account signers:

- ☐ Name
- ☐ Social Security Number
- ☐ Address
- ☐ Phone Number
- ☐ Copy of Current Photo ID
- ☐ Place of Employment and Occupation

LIMITED LIABILITY COMPANY (LLC)/ LIMITED LIABILITY PARTNERSHIP (LLP)

- ☐ Operating Agreement
- ☐ Tax ID Number (TIN)
- ☐ Articles of Organization
- ☐ Current Certificate of Good Standing
- ☐ Beneficial Owners Certification Form

For all approved account signers and owners of 25% or more of business

- ☐ Name
- ☐ Social Security Number
- ☐ Address
- ☐ Phone Number
- ☐ Copy of Current Photo ID
- ☐ Place of Employment and Occupation

GENERAL PARTNERSHIP/LIMITED PARTNERSHIP

- ☐ Operating Agreement
- ☐ Tax ID Number (TIN)
- ☐ Articles of Organization
- ☐ Current Certificate of Good Standing
- ☐ Beneficial Owners Certification Form

For all approved account signers and owners of 25% or more of business

- ☐ Name
- ☐ Social Security Number
- ☐ Address
- ☐ Phone Number
- ☐ Copy of Current Photo ID
- ☐ Place of Employment and Occupation

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 Legacy Bank and Trust website at legacybankandtrust.com

For any other organizations, civic groups, etc., please contact your local Legacy Bank and Trust Branch

For information on obtaining Certificates of Good Standing, Articles of Incorporation, etc., please visit the Missouri Secretary of State Business Services website at <https://www.sos.mo.gov/business>