

## Individual

### **Required Information**

- Copy of unexpired government issued Photo ID (i.e. Driver's license)
- Social Security Number (SSN)
- Phone Numbers
- Physical Address
- Mother's Maiden Name
- Employer

### **If Minor:**

- Copy of Social Security Card
- Date of Birth
- Physical Address

## Non-Profit

A group of individuals form to pursue a common not-for-profit goal, and is tax exempt. Refer to *Individual* required information.

## **Documentation Definitions**

### Articles of Incorporation:

Document filed with the Secretary of State which includes the business's name, if profit or non-profit and the incorporator's name and address.

### By-Laws:

The rules and standards that govern the operation.

### Minutes:

A written record that shows who the appointed officers are.

### Articles of Organization:

Includes the business's name, address, and member information.

### Operating Agreement:

Includes who the managing members are who govern the operation.

### Partnership Agreement:

Written agreement that includes rights and duties of partners.

### Beneficial Owner:

Individual who owns at least 25% or more of the legal entity.

### Responsible Owner:

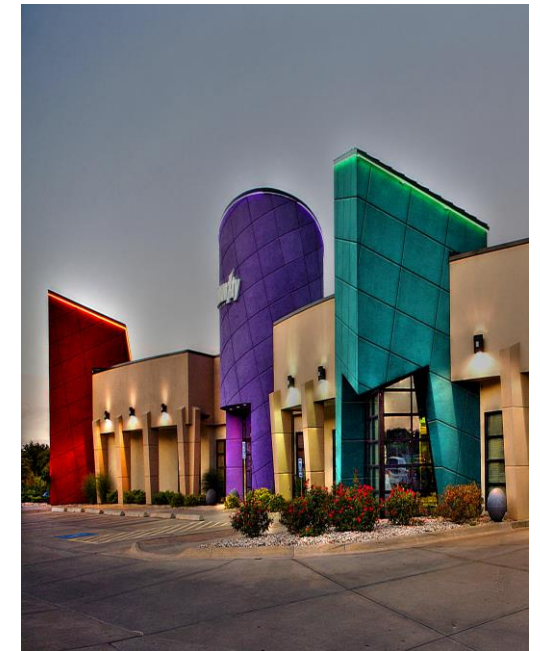
Individual with significant responsibility for managing the legal entity.

## **Questions?**

**Community First National Bank**  
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# **Documentation for Opening New Accounts**

A brief guide to required documents due to regulatory regulations pursuant to the US Patriot Act



**Community**  
NATIONAL BANK  
MEMBER FDIC



## Corporation

Can be either profit or non-profit. Common titles for an officer of a corporation are President, Vice President, Treasurer and Secretary.

### **Required Documents**

- Employee Identification Number (EIN)
- Articles of Incorporation
- By-Laws (Signed)
- Minutes (Signed)
- Certificate of Good Standing
- Beneficial Owner(s) and Responsible Owner Certification

## Limited Liability Company (LLC)

A LLC consists of members and typically has a manager or managing member.

### **Required Documents**

- Employee Identification Number (EIN)
- Articles of Organization
- Operating Agreement (Signed)
- Certificate of Good Standing
- Beneficial Owner(s) and Responsible Owner Certification

## Sole Proprietorship

A sole proprietorship consists of an individual doing business under a trade name. Refer to *Individual* for required information.

## Partnership

General Partner, Limited Partner and Partner are ones who manage the business.

### **Required Documents**

- Employee Identification Number (EIN)
- Certificate of Limited Partnership (For Limited Partnerships)
- Partnership Agreement (Signed)
- Certificate of Good Standing
- Beneficial Owner(s) and Responsible Owner Certification

## Trust

A Trust consists of Trustor(s), Trustee(s) and Beneficiary(s).

### **Required Documents**

- Certification of Trust (Signed)