

BUSINESS NEW ACCOUNT CHECKLIST
Wisconsin

Please review the following requirements for opening your account:

Corporation

_____ Articles of Incorporation that include:

- State of Wisconsin stamp/seal
OR
An Entity ID number AND examiner's initials (WI)
- The names and addresses of each incorporator

If the individual opening the account is not an Incorporator of the business (as listed on the Articles of Incorporation), a signed and notarized member agreement, corporate resolution or letter on company letterhead signed by one or more of the Incorporators must be presented as authorization.

If you are unable to locate the Articles of Incorporation for your business, please visit www.wdfi.org (Wisconsin) to request a copy.

_____ Physical address of the business – You may designate a PO Box or Mail Box Suite as your mailing address, but the physical street address must be provided in order to open your account.

_____ EIN (Ex: XX-XXXXXXX)

_____ All signers on the account must provide the following:
Valid Driver's License, Resident Address, Social Security Number and Date of Birth
All signers must also sign the signature card for the account

_____ Completed Certification of Beneficial Owner(s) form with identifying information for all listed.

A new resolution or letter on company letterhead signed by authorized signer(s) is required to add or delete signers

Limited Liability Company (LLC)

_____ Articles of Organization that include:

- State of Wisconsin stamp/seal
OR
An Entity ID number AND examiner's initials (WI)
- The names and addresses of each organizer

If the individual opening account is not an Organizer of the business (as listed on the Articles of Organization), a notarized resolution or a notarized letter on company letterhead signed by one or more of the Organizers must be presented as authorization.

If you are unable to locate the Articles of Organization for your business, please visit www.wdfi.org (Wisconsin) to request a copy.

_____ Physical address of the business – You may designate a PO Box or Mail Box Suite as your mailing address, but the physical street address must be provided in order to open your account.

_____ EIN (Ex: XX-XXXXXXX) or Social Security Number (if this is a single member LLC)

_____ All signers on the account must provide the following:
Valid Driver's License, Resident Address, Social Security Number and Date of Birth
All signers must also sign the signature card for the account

_____ Completed Certification of Beneficial Owner(s) form with identifying information for all listed.

A new resolution or letter on organization letterhead signed by authorized signer(s) is required to add or delete signers

BUSINESS NEW ACCOUNT CHECK LIST

Sole Proprietor

_____ EIN (Ex: XX-XXXXXXX) for the business or Social Security Number** (Ex: XXX-XX-XXXX) of the Sole Proprietor

Only **one person may be classified as a Sole Proprietor on an account. When a social security number is provided (instead of an EIN), that person is designated as the Sole Proprietor. Any additional people you designate can be listed on the account as signers.

_____ The Sole Proprietor and all signers on the account must provide the following:
Valid Driver's License, Resident Address, Social Security Number and Date of Birth
All signers must also sign the signature card for the account

Partnership – General, Limited and Limited Liability Partnership (LLP)

_____ Notarized Partnership Agreement
(must indicate the powers, authorities and activities of the partners)
OR

(WI)Certificate of Domestic Limited Partnership (Limited Partnerships)*

(WI)Domestic or Foreign Limited Liability Partnership Registration Statement (LLP)*

* Must include Entity ID and Examiner's initials

If the individual opening account is not a Partner of the business (as listed on the Partnership papers), a notarized resolution or a notarized letter on company letterhead signed by one or more of the Partners must be presented as authorization

_____ Physical address of the business – You may designate a PO Box or Mailbox Suite as your mailing address, but the physical street address must be provided in order to open your account.

_____ EIN (Ex: XX-XXXXXXX)

_____ All signers on the account must provide the following:
Valid Driver's License, Resident Address, Social Security Number and Date of Birth
All signers must also sign the signature card for the account

_____ Completed Certification of Beneficial Owner(s) form with identifying information for all listed.

Voluntary Association/Non-Profit Organization

_____ Articles of Organization, Organization By Laws, Board Minutes, Resolutions, Certificate of Election
OR Other paperwork noting directors and those authorized to transact business on behalf of the Association/Organization. **Whichever of the prior documents are provided must specifically list the individual(s) opening the account.**

_____ Physical address of the association/organization – You may designate a PO Box or Mailbox Suite as your mailing address, but the physical street address must be provided in order to open your account.

_____ EIN (Ex: XX-XXXXXXX) or Social Security Number (Ex: XXX-XX-XXXX)

_____ All signers on the account must provide the following:
Valid Driver's License, Resident Address, Social Security Number and Date of Birth
All signers must also sign the signature card for the account

_____ May Need Completed Certification of Beneficial Owner(s) form with identifying information for all listed.

A new resolution or letter on organization letterhead signed by authorized signer(s) is required to change signers.