

# Documents needed to open your new Business account

Thank you for your interest in opening an account with BMO Harris. This simple guide will help you easily identify the documents required to open your account; additional documents may be requested. We look forward to serving you.

## Owners, Key Executives and Partners

- Two forms of personal identification, one of which is issued by a government agency. For instance, driver's license or passport
- Taxpayer Identification Number: Employer Identification Number (EIN) for business and Social Security Number (SSN) for individuals
- Photocopies of all Beneficial Owners' personal identification and physical address and date of birth

## Sole Proprietor using SSN/EIN:

- SSN or EIN
- Power of Attorney document, if additional signers are on the account
- Depending on the state in which your business is registered—Name Registration or Certificate document (Certificate or Registration of Fictitious Name, Assumed Name Certificate)

## Corporation

- EIN for Corporation
- Filed copy of Articles of Incorporation, Corporation Articles of Amendment, or Current Corporate Annual Report Filing
- DBA, if applicable
- Current Certificate of Good Standing Verification (obtained by BMO Harris Bank)
- Corporate Resolution (provided by BMO Harris Bank)

## Partnership/Limited Liability Partnership/Limited Partnership/Limited Liability Limited Partnership

- EIN for Partnership
- Signed Partnership Agreement
- Wisconsin: Limited Partnership accounts need to register with the Wisconsin Department of Financial Institutions. Entity to provide copy of filed registration
- Illinois and Arizona: Limited Liability Partnerships only—Certificate of Existence
- DBA, if applicable
- Current Certificate of Good Standing Verification (obtained by BMO Harris Bank)
- Partnership/Limited Liability Partnership/Limited Partnership/Limited Liability Partnership Resolution (provided by BMO Harris Bank)

## Limited Liability Corporation (LLC) or (LL3C)

- EIN for LLC. For some single member LLCs, the individual's own SSN is used. If using SSN, account must be set up as a DBA
- Filed copy of Articles of Organization
- DBA, if applicable
- Current Certificate of Good Standing Verification (obtained by BMO Harris Bank)
- Limited Liability Corporation Resolution (provided by BMO Harris Bank)

## Non-Profit Organization

- EIN for Non-Profit Organization
- Letter of Authorization including the complete name of the Non-Profit Organization, the name and title of the people designated to be the authorized signers on the account, language that the account will be opened at BMO Harris Bank, and the signature and title of person authorized to act on behalf of the entity
- Non For Profit Corporation/Association Resolution (provided by BMO Harris Bank)

## Non-Profit Corporation

- EIN for Non-Profit Corporation
- Filed copy of Articles of Incorporation, Corporation Articles of Amendment, or Current Corporate Annual Report Filing
- DBA, if applicable
- Current Certificate of Good Standing Verification (obtained by BMO Harris Bank)
- Non For Profit Corporation/Association Resolution (provided by BMO Harris Bank)