

New Business Account Document Checklist

Sole Proprietor	<input type="checkbox"/>	Electronic Business License viewable on Department of Revenue website*	SSN, ITIN or EIN
Partnership	<input type="checkbox"/>	Electronic Business License viewable on Department of Revenue website*	EIN
	<input type="checkbox"/>	Partnership Agreement	
	<input type="checkbox"/>	Beneficial owners' information**	
Limited Liability Company (LLC, PLLC)	<input type="checkbox"/>	Electronic Business License viewable on Department of Revenue website*	EIN or SSN/ITIN if sole-owner LLC or married couple
	<input type="checkbox"/>	(WA) Operating Agreement or Cert of Formation (OR) Articles of Organization	
	<input type="checkbox"/>	Beneficial owners' information**	
	<input type="checkbox"/>	If applicable, Letter of Authorization or Meeting Minutes (as needed to designate Responsible Individual)***	
Profit Corporation (S-Corp, C-Corp) or Non-Profit Corporation 501 (c) 3	<input type="checkbox"/>	Electronic Business License viewable on Department of Revenue website*	EIN
	<input type="checkbox"/>	Articles of Incorporation	
	<input type="checkbox"/>	Beneficial owners' information** (Excludes Non-Profit)	
	<input type="checkbox"/>	If applicable: Letter of Authorization or Meeting Minutes to designate a Responsible Individual not showing on formation documents.***	
Association or Club	<input type="checkbox"/>	Meeting Minutes or Letter of Authorization***	EIN
Political Campaign	<input type="checkbox"/>	Copy of printout from IRS showing EIN	EIN

*WA <https://bls.dor.wa.gov/> (under Search, click Business license, search by Business name, UBI or Account ID #)

*OR <https://sos.oregon.gov/> (click Oregon Business Name Search, search by Business name or Registry number)

** Name, address, SSN/TIN, Date of Birth, Copy of Government ID for Chief Governing Officer and all owners with 25% or more ownership. (include % ownership)

*** Meeting Minutes: Approved by Board or managing committee designating current officers by name, stating authority to open accounts with TwinStar and their level of transacting rights on the account.

