

# Business Account Documents Checklist

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All Business Accounts will need the following Pioneer forms:

- Member Business or Organization Statement
- Business Account Card Membership Account Services
- Business Beneficial Owners (except Sole Proprietor)
- Business Check Card Application Agreement (if applicable)
- Business Membership Agreement

Each type of business will also need the following external documents.

Samples of Business forms from the Idaho Secretary of State can be found at <https://sosbiz.idaho.gov/forms/business>.

## **SOLE PROPRIETORSHIP**

- Copy of Certificate of Assumed Business Name from the Idaho Secretary of State
- EIN (if applicable) or Social Security Number

## **GENERAL AND LIMITED PARTNERSHIP**

- Copy of Partnership Agreement showing the business name and name of all partners (this must be signed)
- Copy of Certificate of Limited Partnership from the Idaho Secretary of State
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number

## **CORPORATION**

- Copy of Articles of Incorporation from Idaho Secretary of State
- Copy of Corporate Resolution identifying the people authorized to open and transact on the business account(s)
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number
- Copy of meeting minutes to identify the officers of the corporation (if applicable)
- Non-profit corporations must also bring a copy of the IRS ruling letter under IRC 501C

## **LIMITED LIABILITY COMPANY**

- Copy of Certificate of Organization Limited Liability Company from Idaho Secretary of State
- Copy of the Operating Agreement or Member Control Agreement
- Copy of meeting minutes\* or resolution from LLC to identify people authorized to open/transact on business account(s)  
\*A single-owner LLC can use the business owner's tax ID for an EIN and does not need meeting minutes
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number

## **ORGANIZATION, CLUB OR UNINCORPORATED ASSOCIATION**

- Copy of Organization Charter or By-Laws
- Copy of meeting minutes or resolution identifying the people authorized to open and transact on business account(s)
- Letter of Authorization on the organization's letterhead