

Business Account Documents Checklist

All Business Accounts will need the following Pioneer forms:

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

Each type of business requires the following external documents to be provided before the account will be opened. All signers going to be on the business account will need to be at the account opening to sign Pioneer Business Account documents. Appointments to open business accounts estimated to be at least one hour.

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

SOLE PROPRIETORSHIP

- ☐ Certificate of Assumed Business name from Idaho Secretary of State
- ☐ EIN letter (If business uses an EIN)
- ☐ Meeting Minutes to identify the people authorized to open and transact on the account (**ONLY If not all owners are going to be on the account**)

GENERAL AND LIMITED PARTNERSHIP

- ☐ Certificate of Limited/General Partnership from the Idaho Secretary of State
- ☐ Partnership Agreement showing the business name and all partner's names. (must be signed by all partners)
- ☐ EIN letter from IRS or Most recent tax returns with the Tax ID number
- ☐ Meeting Minutes to identify the people authorized to open and transact on the account.

CORPORATION

- ☐ Articles of Incorporation from Idaho Secretary of State
- ☐ Corporate Bylaws (Also called Articles of Incorporation but not the Idaho Secretary of State Document)
- ☐ Shareholder list
- ☐ Corporate Resolution identifying the people authorized to open and transact on the business account(s)
- ☐ EIN letter from IRS or Most recent tax returns with the corporate tax ID number
- ☐ Meeting minutes to identify the officers of the corporation (if applicable)
- ☐ **If Non-Profit**, will need the IRS ruling letter under the IRC 501C.

SINGLE-MEMBER LIMITED LIABILITY COMPANY

- ☐ Certificate of Organization Limited Liability Company from the Idaho Secretary of State
- ☐ Operating Agreement or Member Control Agreement (Blank Operating Agreements offered in Branch)
- ☐ EIN Letter (If business uses an EIN)

Business Account Document Checklist

Cont.



MULTI-MEMBER LIMITED LIABILITY COMPANY

- ☐ Certificate of Organization Limited Liability Company from Idaho Secretary of State
- ☐ Operating Agreement or Member Control Agreement (Blank Operating Agreements offered in Branch)
- ☐ EIN Letter
- ☐ Meeting Minutes or Resolution to identify people authorized to open and transaction on business account(s)

UNINCORPORATED NON-PROFIT ASSOCIATION. Ex Clubs

- ☐ Unincorporated Nonprofit Association from the Idaho Secretary of State
- ☐ Organization Charter or By-laws
- ☐ Meeting Minutes or Resolution identifying the people authorized to open and transact on business account(s)
- ☐ Letter of Authorization on the Organization's letterhead
- ☐ EIN Letter from IRS
- ☐ IRS ruling letter under the IRC 501C.

Business Account Document Checklist For Account Changes



ACCOUNT CHANGES INCLUDED AND NOT LIMITED TO:

- ☐ Adding Authorized Signer(s)
- ☐ Removing Authorized Signer(s)
- ☐ Adding New Products/Accounts to current account(s)
- ☐ Closing Products/Accounts on current account(s)
- ☐ Closing the Business Account(s)

ADDING OR REMOVING AUTHORIZED SIGNER(S):

SOLE PROPRIETORSHIP

- ☐ Meeting Minutes stating who specially is being added and/or removed from the account, if there is more than one owner.

GENERAL AND LIMITED PARTNERSHIP

- ☐ Meeting Minutes stating who specifically is being added and/or removed from the account
- ☐ Update Partnership Agreement
- ☐ Updated Certificate of Limited/General Partnership from the Idaho Secretary of State Updated, **only if ownership changes or owner is not listed**

CORPORATION

- ☐ Corporate Resolution stating who specifically is being added and/or removed from the account.
- ☐ Updated Articles of Incorporation from Idaho Secretary of State

SINGLE-MEMBER LIMITED LIABILITY COMPANY

- ☐ Updated Certificate of Organization Limited Liability Company from the Idaho Secretary of State, **only if ownership changes or owner is not listed**
- ☐ Meeting Minutes stating who specifically is being added and/or removed from the account

MULTI-MEMBER LIMITED LIABILITY COMPANY

- ☐ Meeting Minutes stating who specifically is being added and/or removed from the account,
- ☐ Updated Certificate of Organization Limited Liability Company from the Idaho Secretary of State, **only if ownership changes or owner is not listed**

UNINCORPORATED NON-PROFIT ASSOCIATION. Ex Clubs

- ☐ Meeting Minutes stating who specifically is being added and/or removed from the account.
- ☐ Updated Registration from the Idaho Secretary of State

Business Account Document Checklist For Account Changes Cont.



ADDING OR CLOSING PRODUCTS/ACCOUNTS ON CURRENT ACCOUNTS

REQUIREMENT EXCLUDED FOR TERM CERTIFICATES IF OPENED BY THE BUSINESS OWNER OR RESPONSIBLE INDIVIDUAL.

SOLE PROPRIETORSHIP

- ☐ Meeting Minutes stating what specifically is being added or closed on the account

GENERAL AND LIMITED PARTNERSHIP

- ☐ Meeting Minutes stating what specifically is being added or closed on the account and who has the authority to complete the request

CORPORATION

- ☐ Corporate Resolution stating what specifically is being added or closed on the account and who has the authority to complete the request.

SINGLE-MEMBER LIMITED LIABILITY COMPANY

- ☐ Meeting Minutes stating what specifically is being added or closed on the account and who has the authority to complete the request

MULTI-MEMBER LIMITED LIABILITY COMPANY

- ☐ Meeting Minutes stating what specifically is being added or closed on the account and who has the authority to complete the request

UNINCORPORATED NON-PROFIT ASSOCIATION. Ex Clubs

- ☐ Meeting Minutes stating what specifically is being added or closed on the account and who has the authority to complete the request.

Business Account Document Checklist

For Account Changes Cont.



CLOSING BUSINESS ACCOUNT(S)

SOLE PROPRIETORSHIP

- ☐ Valid ID of Owner

GENERAL AND LIMITED PARTNERSHIP

- ☐ Meeting Minutes stating that the business is closing the account and who is authorized to close the account

CORPORATION

- ☐ Corporate Resolution stating that the business is closing the account and who is authorized to close the account.

SINGLE-MEMBER LIMITED LIABILITY COMPANY

- ☐ Valid ID of Owner

MULTI-MEMBER LIMITED LIABILITY COMPANY

- ☐ Meeting Minutes stating that the business is closing the account and who is authorized to close the account

UNINCORPORATED NON-PROFIT ASSOCIATION. Ex Clubs

- ☐ Meeting Minutes stating that the business is closing the account and who is authorized to close the account.