

» Business Account Checklist

Please bring all documentation required for the business entity when you come to open the account.

BUSINESS REQUIREMENTS:

- Business must be located in Clackamas County
- Active Business Name Filing Status (www.filinginoregon.com)¹

REQUIREMENTS FOR ALL OWNERS WITH 25% OR MORE OWNERSHIP IN BUSINESS AND ALL AUTHORIZED SIGNERS:

- Valid government issued ID with photo and current physical address²
- Social Security Number
- Phone number and email address

REQUIREMENTS BASED ON BUSINESS ENTITY TYPE:

ALL BUSINESSES:

- ChexSystems inquiry required on all business names
- ChexSystems inquiry required on all beneficial owners and authorized signers

SOLE PROPRIETOR:

- Credit inquiry required for all owner(s)

GENERAL PARTNERSHIP:

- Credit inquiry required for all owner(s)
- Signed Partnership Agreement showing business name and name of partners
- IRS Ruling Letter confirming Business Name and Tax ID (unless SSN is used)

LIMITED/LIMITED LIABILITY PARTNERSHIPS:

- Signed Limited Partnership Agreement showing business name and name of partners
- IRS Ruling Letter confirming Business Name and Tax ID (unless SSN is used)

LIMITED LIABILITY COMPANY:

- Articles of Organization identifying current members/managers
- Operating Agreement identifying current members/managers if not included in Articles of Organization
- Letter from the IRS or similar official documentation to verify tax ID (unless SSN is used)

CORPORATIONS:

- Articles of Incorporation or Certificate of Incorporation identifying current officers
- Corporate Resolution identifying Authorized Signers if officer names are not listed on Articles of Incorporation or Certificate of Incorporation
- IRS Ruling Letter confirming business name and Tax ID
- IRS ruling letter under IRC 501(c)(3) if corporation is nonprofit

1: Not required for sole proprietorships if owner's full name is included in the name of the business.

2: If address is not current, please provide 2 of the following documents dated in the last 30 days, showing name and current address: utility bill, pay stub, bank account/loan statement, auto title or registration, property tax statement, rental or lease agreement, or a record issued by an educational institution.