



Business Account Opening Checklist

Thank you for your consideration of Meridian Trust for your Business Accounts! This checklist will help us be sure we've got everything we need to open your account.

Document	Where you can find it
Letter of Assignment of EIN from the IRS	IRS.gov is where you will get your EIN, or if you're a DBA using your SSN, your social is needed
Certificate of Good standing	Secretary of State website where you registered your business. (not required for Club or Association accounts)
ID Information, SSN and Address of all individuals who own or control more than 25% of the business	To comply with Federal Regulations, anyone who holds 25% or more of the interest of the business must be documented and identified, we'll need a copy of their ID and other info included full SSN

Based on the type of Business we will need Secretary of State paperwork

Statement of Tradename (if your business is a DBA using your Social Security Number)	Secretary of State website where you registered your business
Articles of Organization (if your business is a LLC)	Secretary of State website where you registered your business
Partnership Agreement or Resolution (if your business is a LLP or GP)	Secretary of State website where you registered your business
Articles of Incorporation (if your business is a corporation)	Secretary of State website where you registered your business
For Clubs and Associations: Meeting Minutes describing who the officers on the club or association account are, and who is authorized to conduct business. This should also include either the Social Security Number or EIN Number where tax reporting should be done	Your Association Board/Secretary should have this documentation. If not you may need to call a special meeting for this

Special Requirements for LLC

Operating Agreement (LLC)	This is the governing document of your LLC. It is beneficial to have to protect the limited liability aspect of the LLC. Online has some nice resources of how to establish one if you need more info.
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Meridian Trust also offers Business Loans and Credit Cards. For more information about business lending needs, please contact us at 1.800.726.5644 or email us at: businessloans@mymeridiantrust.com