

**Documentation Matrix**  
Items Required for New Business Accounts

		Sole Proprietor	General Partnership	LLP or LP	LLC	Corporation	Foundation, Endowment, Nonprofit	Estates (see below)	
<b>Required Documentation</b>	<b>Formation Documents (State Filed)</b>								
	Articles/Certificate of Incorporation					X	X		
	Articles/Certificate of Organization				X				
	Limited Partnership Certificate			X					
	Fictitious Name Registration (if applicable)	X	X	X	X	X	X		
	<b>(Federally Filed)</b>								
	501(c)(3) letter						X		
	<b>Business/Entity Governing Documents</b>								
	<b>Deposit Account</b>	If the applicable Resolution is not already in place for the entity, the Bank's Resolution of Authority form may be completed and submitted							
	Corporate Resolution						X	X	
	Limited Liability Resolution				X				
	Partnership Resolution		X	X					
	<b>Loan Account</b>	Tax returns for the borrowing business entity and the owner-guarantors for the preceding two years are required. Please expect to be contacted by a representative for the information.							
	Bylaws						X	X	
	Operating Agreement				X				
	Partnership Agreement		X	X					
<b>Estate Accounts</b> – deposit accounts opened on behalf of an Estate require all relevant Estate Papers, including but not limited to Letters Testamentary and EIN Verification									

**All Accounts:**

- Applications submitted without all required documentation will be delayed and may be declined for incompleteness.
- Additional documentation may be requested to verify business name, business address, tax ID and/or personal identity of any guarantor or business signer designated on the application. You will be contacted by a representative if any additional documentation is required.