

# Business Account Checklist



## Thinking of Opening a Business Account with Altra?

Depending on the type of account you need, we'll just need a few simple things. We will need your personal information including: Legal Name, Date of Birth, Social Security Number, Physical Address, and Valid ID. All signers must be eligible for membership with Altra.

We will also need the Legal Business Name, the Tax ID or Employer ID number (EIN), the Date the Business was Established, Nature of the Business, Number of Employees, Annual Revenues/Method of Revenues, Location of the Business, and the Location Type.

## TYPES OF BUSINESS AND FORMS NEEDED

### Sole Proprietorship DBA

- Assumed Name Certification (Texas and Minnesota)/Trademark Registration (Wisconsin)/Business License (Tennessee)
- EIN SS-4, if you are not using your own Social Security Number. If you are using your Social Security Number, the account must be in your name. Doing Business As (DBA) is allowed.

### LLC

- Articles of Organization
- Operating Agreement/Corporate Resolution (multi-member requirement)
- Certificate of Status
- EIN SS-4 (only if they are not using a SSN)

### Partnership (LP, LLP, or General)

- Partnership Agreement, or Registration of Partnership for LP or LLP
- EIN SS-4

### Corporation

- Articles of Incorporation
- Operating Agreement/Corporate Resolution
- Certificate of Status
- EIN SS-4

### Non-Profit – 501(c)(3) status

- Articles of Incorporation
- 501(c)(3) status
- Operating Agreement/Corporate Resolution or Bylaws
- Certificate of Status
- EIN SS-4

### Club

- Operating Agreement/Corporate Resolution
- Club Resolution (providing signers on account)
- EIN SS-4

## APPLY FOR EIN ONLINE

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

You may see your attorney or accountant for assistance with these forms and there are many resources available