

NEW BUSINESS ACCOUNT OPENING REQUIREMENTS

The following items are required to open a business checking account. Depending on the type of business, you will need the following documents prior to opening the account. In addition, valid identification (State-issued Driver's License or State-issued ID card; US Passport; or Military ID) of the person(s) opening the account is required.

CORPORATIONS

- Copy of Articles of Incorporation filed with the Secretary of State. To apply for and file new article of incorporation, refer to the State of Illinois website for online forms and fees (link provided below).
- Certified copy of Corporate By-Laws.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN).

SOLE PROPRIETORSHIPS

- Copy of Assumed Name application filed with the Secretary of State (unless proprietor's full name is part of business name i.e. Bob Smith Plumbing). To apply for the Assumed Business Name refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN) or owner's social security number.

PARTNERSHIPS

- Copy of Statement of Partnership Authority filed with the Secretary of State (if applicable). To apply for and file new Certificate of Partnership Authority, refer to the State of Illinois website for online forms and fees (link provided below).
- Certified copy of Partnership Agreement, if applicable.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number, if applicable (refer to link below to apply for an EIN).

LIMITED PARTNERSHIPS

- Copy of Certificate of Limited Partnership filed with the Secretary of State. To apply for and file new Certificate of Limited Partnership, refer to the State of Illinois website for online forms and fees (link provided below).
- Certified copy of Partnership Agreement.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN).

LIMITED LIABILITY COMPANY (LLC)

- Copy of Articles of Organization filed with the Secretary of State. To apply for and file new Articles of Organization, refer to the State of Illinois website for online forms and fees (link provided below).
- Certified copy of Operating Agreement (optional for single member LLCs).
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN). If the LLC is owned by a single individual (with no other managers or members), the individual's social security number may be used.

NOT FOR PROFIT CORPORATION (may or may not be a tax-exempt organizations)

- Copy of Articles of Incorporation filed with the Secretary of State. To apply for and file new article of incorporation, refer to the State of Illinois website for online forms and fees (link provided below).
- Certified copy of Corporate By-Laws.
- Certified copy of Minutes from a recent meeting authorizing the account.
- Copy of Assumed Name application filed with the Secretary of State (if applicable). To apply for the Assumed Business Name refer to the Cook County website for online forms and fees (link provided below).
- Federal Employer Identification Number (refer to link below to apply for an EIN).

CLUBS AND NON-REGISTERED ORGANIZATIONS

- Certified copy of Minutes from a recent meeting outlining the officer's of the Club or Organization. The Secretary of the Club or Organization will sign the signature cards attesting to the authority of the signing officers.
- Federal Employer Identification Number (Federal EIN) of the corporation sponsoring the Club/Organization along with a letter from the sponsoring organization indicating that the Club/Organization is authorized to use the sponsor's Federal Employer Identification Number. If no EIN is available, the opening individual may use their Social Security Number.

ILLINOIS BUSINESS SERVICES – https://www.cyberdriveillinois.com/departments/business_services/home.html

FEDERAL EMPLOYER IDENTIFICATION NUMBER – <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>

ASSUMED BUSINESS NAME – <http://www.cookcountyclerk.com/vitalrecords/busnamereg/pages/default.aspx>

The following information will also be needed for each authorized signer on the business account including a copy of valid identification for each individual (State-issued Driver's License or ID card; US Passport; or Military ID):

NAME: _____

TITLE: _____

ADDRESS: _____ SOCIAL SECURITY # _____

Glenview State Bank will review the documentation and entity status along with the personal credit history of the principal owner(s) prior to opening the business account.