

# Business Account Opening Checklist

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## Limited Liability Company (LLC)

- ☐ **Articles of Organization**  
*Official document filed with the state to create your LLC.*
- ☐ **IRS Letter 147C or Form SS-4**  
*Verification of your EIN (Employer Identification Number).*
- ☐ **Signed Operating Agreement**  
*Agreement outlining how your LLC is structured and operated.*
- ☐ **Statement in Lieu of Operating Agreement (for sole-member LLCs)**  
*Westerra-provided statement when there is no formal operating agreement.*
- ☐ **Amendments to Operating Agreement (if applicable)**  
*Any changes made to the original operating agreement.*

## Corporation

- ☐ **Articles of Incorporation**  
*State-filed document that legally establishes your corporation.*
- ☐ **IRS Letter 147C or Form SS-4**  
*Confirms the corporation's EIN.*
- ☐ **Signed Bylaws**  
*Internal rules and procedures for governance.*
- ☐ **Current Signed Meeting Minutes or Letter on Corporate Letterhead**  
*Lists authorized signers and current officers.*

## Nonprofit Organization

- ☐ **Articles of Incorporation**  
*Legal formation documents filed with the state.*
- ☐ **Signed Bylaws**  
*Governing rules of the organization.*
- ☐ **IRS Letter 147C or Form SS-4**  
*EIN verification document.*
- ☐ **Current Signed Meeting Minutes or Letter on Letterhead**  
*Statement listing authorized signers and officers.*

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## Unincorporated Nonprofit Association

- ☐ **Statement Appointing an Agent**  
*Designates someone to receive legal documents.*
- ☐ **Articles of Association, Bylaws or Constitution**  
*Founding governance document.*
- ☐ **IRS Letter 147C or Form SS-4**  
*EIN confirmation.*
- ☐ **Signed Meeting Minutes or Letter on Letterhead**  
*Lists current signers and officers.*

## Sole Proprietorship

- ☐ **IRS Letter 147C or Form SS-4 (if using an EIN)**  
*EIN verification (not needed if using SSN only).*
- ☐ **Statement of Trade Name**  
*A legal document filed by a sole proprietor to conduct business under a name different from their own legal name.*

## General Partnership

- ☐ **Partnership Agreement**  
*Document detailing the terms between partners.*
- ☐ **IRS Letter 147C or Form SS-4**  
*EIN verification.*

## Limited Partnership (LP)

- ☐ **Certificate of Limited Partnership**  
*Document filed with the state to form the LP.*
- ☐ **Certificate of Fact of Existence**  
*Proof that the LP exists and is in good standing.*
- ☐ **Partnership Agreement**  
*Terms and structure of the partnership.*
- ☐ **IRS Letter 147C or Form SS-4**  
*EIN verification.*



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## Limited Liability Partnership (LLP, LLLP, LPA)

- ☐ **Statement of Registration**  
*Filed with the state to register the LLP.*
- ☐ **Certificate of Limited Partnership and Statement of Registration**  
*Documentation confirming LLP formation and status.*
- ☐ **Articles of Association**  
*Internal governance document.*
- ☐ **Partnership Agreement**  
*Agreement outlining partnership terms and responsibilities.*
- ☐ **IRS Letter 147C or Form SS-4**  
*EIN confirmation.*

## School Club Accounts

- ☐ **A letter from the principal of the school giving permission to use the TIN of the school**
- ☐ **A copy of the school SS4**
- ☐ **Current signed meeting minutes or letterhead listing all corporate officers and signed by existing officers.**