

## Business Account Checklist

### Thank you for choosing Maple Bank.

Your time is valuable. We want to provide a checklist to help you gather all the pertinent documents you will need to open your business accounts at Maple Bank. Please bring the following information with you, when you come to the Bank to establish your new accounts.

**We look forward to helping you reach your business goals!**

<b>Step #1:</b>	Select your business's legal form of organization from the 5 choices on the front and back of this checklist.
<b>Step #2:</b>	Provide the indicated information so that we can assist you as quickly as possible.
<b>Step #3:</b>	Complete the separate <b>Additional Business Services</b> section on the back of the form.
<b>Step #4:</b>	<i>Enjoy all the benefits that working with a locally owned, community bank can provide!</i>

### Corporate or Limited Liability Company

- Articles of Incorporation/Organization or Certificate of Incorporation
- Corporate minutes or bylaws noting officers and their responsibilities
- Certificate of Good Standing
- Corporate Resolution
- Certificate of Assumed Name (if applicable)
- Tax Identification Number [TIN]
- Social security numbers of all account signers
- 2 forms of personal identification for all account signers (1 must include photo)
- Required minimum opening deposit, based on the accounts selected

### Partnership or Limited Liability Partnership

- Partnership Agreement (if applicable)
- Certificate of Good Standing
- Certificate of Assumed names (if applicable)
- Tax Identification Number [TIN]/Social Security number of partnership
- Social security numbers of all account signers
- 2 forms of personal identification for all account signers (1 must include photo)
- Required minimum opening deposit, based on the accounts selected

### Sole Proprietorship

- Certificate of Assumed name (if applicable)
- Social Security Number of Owner or Employer Identification Number(EIN needed if business pays wages to one or more employees)
- Social security numbers of all account signers
- 2 forms of personal identification for all account signers (1 must include photo)
- Required minimum opening deposit, based on the accounts selected

## Non-Profit Organization or Unincorporated Association

- Articles of Incorporation/Organization or Certificate of Incorporation(if applicable)
- Corporate Resolution(if applicable)
- Certificate of Good Standing(if applicable)
- Association By-Laws
- Association Resolution
- Tax Identification Number [TIN]
- Documentation of Tax Exempt Status (if applicable)
- Social security numbers of all account signers
- 2 forms of personal identification for all account signers (1 must include photo)
- Required minimum opening deposit, based on the accounts selected

## Public Entity

- Resolution from Governing Body
- Tax Identification Number [TIN]
- Social security number of all the account signers
- 2 forms of personal identification for all account signers (1 must include photo)
- Required minimum opening deposit, based on the accounts selected

## Additional Business Services

We are pleased to offer many additional financial solutions to help your business succeed. Let us know the services that could benefit your business, and we will gladly assist you!

- |   |  |
|---|--|
| <input type="checkbox"/> Online Banking                 | <input type="checkbox"/> Merchant Visa® /MasterCard® program |
| <input type="checkbox"/> Online Bill Pay                | <input type="checkbox"/> Electronic tax payment processing   |
| <input type="checkbox"/> Other Cash Management Services | <input type="checkbox"/> Remote Deposit Capture processing   |
| <input type="checkbox"/> ACH cash concentration/payroll | <input type="checkbox"/> Free Electronic Statements          |
| <input type="checkbox"/> ATM/POS Cards                  | <input type="checkbox"/> Wire transfer services              |
| <input type="checkbox"/> Corporate Credit Cards         | <input type="checkbox"/> Business Loans or Lines of Credit   |

**We are here to help you reach your business goals.**

**We look forward to building a lasting relationship  
with you and your business.**



**MAPLE BANK**

**People. Relationships. Value.**

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