

DOCUMENTATION MATRIX

Items Required for New Business Accounts:

	Sole Proprietor	General Partnership	LLP or LP	LLC	Corporation	Foundation, Endowment, Nonprofit	Estates (see below)
Formation Documents — State Filed							
Articles/Certificate of Incorporation					✓	✓	
Articles/Certificate of Organization				✓			
Limited Partnership Certificate			✓				
Fictitious Name Registration (if applicable)	✓	✓	✓	✓	✓	✓	
Formation Documents — Federally Filed							
501(c)(3) Letter						✓	
Business/Entity Governing Documents — Deposit Account <i>If the applicable Resolution is not already in place for the entity, the Bank's Resolution of Authority form may be completed and submitted</i>							
Corporate Resolution					✓	✓	
Limited Liability Resolution				✓			
Partnership Resolution		✓	✓				
Business/Entity Governing Documents — Loan Account <i>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.</i>							
Bylaws					✓	✓	
Operating Agreement				✓			
Partnership Agreement		✓	✓				
Estate Account <i>Deposit accounts opened on behalf of an Estate require all relevant Estate Papers, including but not limited to Letters Testamentary and EIN verification.</i>							

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.