

# Business Account Checklist

Documentation needed to open an Addition Financial business account:



(All Business Accounts will require an unexpired government issued ID with photo for all signers.)

## Unincorporated Association (club, lodge, etc.)

- ☐ IRS EIN letter
- ☐ Dated Bylaws/Charter/Constitution (most recent)
- ☐ Signed letterhead **or** signed meeting minutes from most recent officer elections indicating account signers **or** Student Organization Registration Letter (*for UCF college club accounts only*)

## Campaign

- ☐ Candidate's Social Security Number
- ☐ Signed State of Florida Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates Form (DS-DE 9)
- ☐ Signed Statement of Candidate (DS-DE 84)

## Corporation

- ☐ IRS EIN letter
- ☐ Active Sunbiz registration
- ☐ Articles of Incorporation
- ☐ Articles of Amendment (if applicable)
- ☐ Signed and dated Board Resolution or meeting minutes specifying the individuals who are authorized to sign on behalf of the corporation
- ☐ Active Sunbiz Fictitious Name Statement (D/B/A)

## Limited Liability Company (LLC)

- ☐ IRS EIN Letter
- ☐ Active Sunbiz registration
- ☐ Articles of Organization
- ☐ Articles of Amendment (if applicable)
- ☐ Executed Operating Agreement and any amendments
- ☐ Active Sunbiz Fictitious Name Statement (D/B/A)

## Partnership

- ☐ IRS EIN letter
- ☐ Active Sunbiz registration required for Limited Partnerships and Limited Liability Partnerships
- ☐ Executed Partnership Agreement

## Sole Proprietor

- ☐ SSN **or** IRS EIN Letter (**may be required**)
- ☐ Active Sunbiz Fictitious Name Statement (D/B/A)  
**Only required when** the name of the business is not the full name (*first and last*) of the sole proprietorship account holder

## Get Started

Call us at **800-771-9411** or visit your nearest branch by scheduling an appointment online at **AdditionFi.com/Appointment**

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