

# Business Account Checklist

## Documentation needed to open an Addition Financial business account:

### 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)
- If nonprofit: Signed and dated meeting minutes from most recent officer elections indicating account signers
- Active Sunbiz Fictitious Name Statement (D/B/A)

### Partnership

- IRS EIN letter
- Active Sunbiz registration
- 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](tel:800-771-9411)
- ✓ Visit your nearest branch by scheduling an appointment online at [AdditionFi.com/Appointment](https://AdditionFi.com/Appointment)

All Business Accounts will require the following when opening an account:

- Unexpired government issued ID with photo for positive identification for all signers