

## Business Account Checklist



### **Important Information**

- The business must be listed as 'Active' on the Louisiana Secretary of State's website. ([www.sos.la.gov](http://www.sos.la.gov))
- Anyone signing on the account must have a valid/current form of government issued ID.
- Any owner with 25% or more ownership must provide their information for the Certification of Beneficial Owner(s) Form (Corporation & LLC).

### **How do I open my account?**

- Visit any of our branches with the information listed below for the type of business you will be opening.
- If you have questions, please call us at 337-239-6504 or visit your local branch.

### **What you need to bring**

#### Sole Proprietorship

- Valid/current government issued ID for any account signers
- IRS Form SS-4 as proof of Employer ID Number (EIN) or Social Security Number
- Assumed Name Certificate from the Parish

#### Corporation

- Valid/current government issued ID for any account signers
- IRS Form SS-4 as proof of Employer ID Number (EIN)
- Articles of Incorporation
- Certificate of Incorporation issued by the State of Louisiana
- If out of state, Certificate of Authority filed in Louisiana
- Name of Corporate Secretary (will sign the Resolution)
- Information on any owner with 25% or more ownership of the Corporation

#### Limited Liability Company (LLC)

- Valid/current government issued ID for any account signers
- IRS Form SS-4 as proof of Employer ID Number (EIN) or Social Security Number for Single Member LLC
- Operating Agreement, if any
- Articles of Organization
- Certificate of Organization issued by the State of Louisiana
- If out of state, Certificate of Authority filed in Louisiana
- Information on any owner with 25% or more ownership of the LLC

#### Clubs/Organization/Associations

- Valid/current government issued ID for any account signers
- IRS Form SS-4 as proof of Employer ID Number (EIN)
- Bylaws or Minutes authorizing account opening and members authorized to sign on the account
- \*If Incorporated
  - Articles of Incorporation
  - Certificate of Incorporation issued by the State of Louisiana
  - Name of Corporate Secretary (will sign the Resolution)

#### General/Limited Partnership

- Valid/current government issued ID for any account signers
- IRS Form SS-4 as proof of Employer ID Number (EIN)
- Partnership Agreement, if any
- Certificate of Registry issued by the State of Louisiana