

## **NEW BUSINESS ACCOUNT OPENING REQUIREMENTS**

The following items are required to open a business checking account. Depending on the type of business, you will need the following documents prior to opening the account. In addition, a valid, state-issued Driver's License, valid state-issued State ID Card or valid U.S. Passport of the person(s) opening the account is required.

**CORPORATIONS**

- Certified copy of Articles of Incorporation. To apply for and file new article of incorporation, refer to the State of Illinois website for online forms and fees (link provided below)
- Federal Employer Identification Number (refer to link below to apply for an EIN)

**SOLE PROPRIETORSHIPS**

- Assumed Name Certificate (unless proprietor's full name is part of business name i.e. Bob Smith Plumbing)
- To apply for the Assumed Business Name Certificate visit the Cook County web site link below for online forms & fees. You can also contact the Glenview Announcements (Pioneer Press), 3701 W Lake Ave, Glenview (phone 847-486-9200) and talk to John Bieschke and discuss how to obtain an Assumed Business Name Certificate. John will have you fill out the necessary paperwork for the county. John goes to the county building every Friday, where he files the papers on behalf of the customer. The county will send you back the certificate in about 3 weeks, with a copy going to John at the Glenview announcements. There is a fee of approximately \$116 that John collects for processing the ad and filing
- Federal Employer Identification Number (refer to link below to apply for an EIN) or owner's social security number

**PARTNERSHIPS**

- Certified copy of Statement of Partnership Authority (link provided below)
- Partnership Agreement, if applicable
- Federal Employer Identification Number (refer to link below to apply for an EIN)
- Assumed Name Certificate (if applicable). To apply for the Assumed Business Name Certificate visit the following Cook County website link below for online forms and fees.

**LIMITED PARTNERSHIPS**

- Certified copy of Certificate of Limited Partnership. To apply for and file new certificate of limited partnership, refer to the State of Illinois website for online forms and fees (link provided below)
- Partnership Agreement, if applicable
- Federal Employer Identification Number (refer to link below to apply for an EIN)
- Assumed Name Certificate (if applicable). To apply for the Assumed Business Name Certificate visit the Cook County web site link below for online forms & fees.

**LIMITED LIABILITY COMPANY (LLC)**

- Certified copy of Articles of Organization. To apply for and file new articles of organization, refer to the State of Illinois website for online forms and fees (link provided below)
- Federal Employer Identification Number (refer to link below to apply for an EIN). If the LLC is owned by a single individual (with no other managers or members), the individual's social security number may be used.

**NOT FOR PROFIT CORPORATION (may or may not be a tax-exempt organizations)**

- Certified copy of Articles of Incorporation. To apply for and file new article of incorporation, refer to the State of Illinois website for online forms and fees (link provided below)
- Federal Employer Identification Number (refer to link below to apply for an EIN)

**CLUBS AND NON-REGISTERED ORGANIZATIONS**

- Federal Employer Identification Number (Federal EIN) of the corporation sponsoring the Club/Organization along with a letter from the sponsoring organization indicating that the Club/Organization is authorized to use the sponsor's Federal Employer Identification Number. If no EIN is available, the opening individual may use their Social Security Number.
- Minutes from a recent meeting outlining the officer's of the Club or Organization. The Secretary of the Club or Organization will sign the signature cards attesting to the authority of the signing officers.

**ILLINOIS BUSINESS SERVICES – PUBLICATIONS AND FORMS WEB LINK (cut and paste into your web browser)-**

**[http://www.cyberdriveillinois.com/departments/business\\_services/publications\\_and\\_forms/home.html](http://www.cyberdriveillinois.com/departments/business_services/publications_and_forms/home.html)**

**FEDERAL EMPLOYER IDENTIFICATION NUMBER WEB LINK <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>**

**ASSUMED BUSINESS NAME WEB LINK <http://www.cookcountyclerk.com/vitalrecords/busnamereg/Pages/default.aspx>**

**The following information will also be needed for each authorized signer on the business account including a copy of valid identification for each individual (state-issued driver's license, ID card or passport):**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

ADDRESS (CITY/STATE/ZIP): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

**Glenview State Bank will review the documentation and entity status along with the personal credit history of the principal owner(s) prior to opening the business account.**