

Opening a Business Account?



Let's make getting started easy. Use this guide to gather the documents you'll need before opening your business account.

Corporation

- ✓ Active Sunbiz filing
- ✓ Sunbiz Articles of Incorporation
- ✓ IRS SS-4 letter with EIN or business tax returns verifying EIN
- ✓ Operating Agreement
- ✓ Percent of ownership for each owner
- ✓ Sunbiz Fictitious Name filing for entities using a DBA name

Sole Proprietorship

- ✓ Sunbiz filing
- ✓ If using a Tax ID, copy of IRS SS-4 letter with EIN
- ✓ If there is no Sunbiz filing, copy of applicable professional licenses issued by FLDOH, DBPR or The Florida Bar

Partnership

- ✓ Active Sunbiz filing
- ✓ Sunbiz Articles of Incorporation
- ✓ IRS SS-4 letter with EIN or business tax returns verifying EIN
- ✓ Partnership Agreement
- ✓ Percent of ownership for each partner

Organization

- ✓ May have a Sunbiz filing
- ✓ IRS SS-4 letter with EIN
- ✓ Letter from a parent organization approving the new account, if applicable
- ✓ Bylaws or charter documents
- ✓ Minutes signed by all authorized persons designated in the bylaws, listing authorized signers

Examples include churches, associations, clubs and HOAs.

Limited Liability Company (Single or Multi-Owner)

- ✓ Active Sunbiz filing
- ✓ Sunbiz LLC Articles of Incorporation
- ✓ IRS SS-4 letter with EIN or business tax returns verifying EIN
- ✓ Operating Agreement
- ✓ Percent of ownership for each member/owner
- ✓ Sunbiz Fictitious Name filing for entities using a DBA name

REQUIRED FOR ALL OWNERS & AUTHORIZED SIGNERS

- ✓ Valid, unexpired Florida photo ID
- ✓ Valid Social Security Number / Tax ID Number
- ✓ Physical address (no P.O. Box or postal mailing box)

Ready to get started?

Bring the documents that apply to your business type to your local branch.

Additional documentation may be requested based on the business structure and account-opening requirements.