

## SOLE PROPRIETORSHIP

Welcome to First State Bank. We would like to thank you for considering us for your new Sole Proprietor Checking Account. You will find our business account services to be both convenient and competitive. The following information will provide guidance on the information we will need to begin the account opening process.

### **Individuals That Need To Be Present at Account Opening:**

- Sole Proprietorships with one owner - the owner
- Sole Proprietorship Living Trust - the trustee(s)
- Sole Proprietorship with a Power of Attorney - the agent
- If you need to add authorized signers to the account, they must also be present

### **Information Required To Open Account:**

- Personal Identification – Government Issued ID with picture.
  - Primary ID Examples: U.S. Citizens: State Issued Driver's License, State Issued ID card, Passport, etc.
  - Non U.S. Citizens: Permanent Residents must provide their Permanent Resident Alien Card (Green Card). Non U.S. Citizens who are not Permanent Resident Alien Cardholders must provide their Passport
  - In some cases we may ask for a secondary piece of identification.
- Tax Identification Number - SSN, ITIN (Non-US Citizens), or an Employer Identification Number (EIN) is required.
- Business Documentation - Based on the requirements listed at: [www.IN.gov/SOS](http://www.IN.gov/SOS)
- Certificate of Assumed Name\* may be required if your business is operating with a DBA (doing business as). For example: Jim Jones DBA ABC Professional Painting.
  - Not required for Sole Proprietors operating a business using the owner's last name in the account title for Example: Jim Jones DBA Jones Professional Painting

\*Certificate of Assumed Name may also be known as: Trade Name Certificate, Fictitious Business Name Statement, etc.

- Trust Documentation - A complete copy of your official Trust Document will be required if the account will be held in the name of a Trust.

### **Additional Information That Will Be Requested At Account Opening:**

- Business physical location address in addition to a mailing address if different.
- Phone number
- Number of business locations
- Nature of your business
- Number of employees
- Types of transactions (cash deposits, checks cashed, ACH, etc.) and volumes you expect to process through the new account

If you would like to give limited access to another person as an Authorized Account Signer, a color image of their ID is required.