

Individual Accounts

Individual checking or savings accounts require either one primary form of identification or two secondary forms of identification for each account holder. The primary and secondary ID options are as follows:

Primary

Driver's License
State issued ID
Military ID
Passport

Secondary

Insurance Card
Work ID
Credit Card
Social Security Card
Medicare Card
Voter Registration
Card
Firearm License

Utility Bill
Student ID
Birth Certificate
Property Tax Bill
Organizational
Membership Card
Piece of Mail

Business and Entity Accounts

Business and Entity accounts require different identification documents depending on which type of business or entity they represent. The required documents for each type of account are as follows:

- *Decedent's Estate* – certified copy of court order naming the personal representative.
- *Guardianship Estate* – certified copy of the court order naming the personal representative.
- *Formal Trust* – written certification of the trust's terms executed by the trustee or the attorney who prepared the document.
- *Sole Proprietorship* – copy of letter from IRS assigning EIN or business license.
- *General Partnership* – first and last page of partnership agreement and copy of letter from IRS assigning EIN or business license.
- *Limited Partnership* – certificate of good standing from the Secretary of State's office.
- *Corporation* – certificate of good standing from the Secretary of State's office.
- *Limited Liability Company* – certificate of good standing from the Secretary of State's office.
- *Association* – first and last page of organizational agreement (if any) and copy of letter from IRS awarding EIN or tax exempt or nonprofit status or document issued by government office or state and regional office of the same entity recognizing the local organization.