

## BUSINESS ACCOUNT OPENING QUESTIONNAIRE

Employer Tax ID Number		Social Security Number <small>(Sole proprietor or one person LLC only)</small>	
Account Title			
Physical Address:		Mailing Address (if different):	
*Business Phone		*Business Fax	
*Company Website		*E-Mail for Primary Contact	
Nature/Type of Business		Date Business Established	
<b>Form of Organization: For a list of required documentation see Page 2</b>			
Sole Proprietorship		State:	Date:
Corporation	Type: For Profit    Non Profit	State where incorporated	Date:
Limited Liability Company		State where organized:	Date:
Partnership	Type: General    Limited	Written Agreement? Y or N	Date:
Association		Minutes reflecting officers	Date:
<b>Number of Signers on Account</b>		<b>Minimum information required for all signers is listed below:</b>	
<b>Signer #1</b>	First Name	MI	Last Name
Title	Date of Birth	Social Security Number	
Driver's License Number			Issued By
DL Issue Date			DL Expiration Date
Physical Address			
Home Phone			*Email address
<b>Signer #2</b>	First Name	MI	Last Name
Title	Date of Birth	Social Security Number	
Primary Identification			Issued By
DL Issue Date			DL Expiration Date
Physical Address			
Home Phone			*Email address
<b>Signer #3</b>	First Name	MI	Last Name
Title	Date of Birth	Social Security Number	
Driver's License Number			Issued By
DL Issue Date			DL Expiration Date
Physical Address			
Home Phone			*Email address
<b>Signer #4</b>	First Name	MI	Last Name
Title	Date of Birth	Social Security Number	
Driver's License Number			Issued By
DL Issue Date			DL Expiration Date
Physical Address			
Home Phone			*Email address
<b>Signer #5</b>	First Name	MI	Last Name
Title	Date of Birth	Social Security Number	
Driver's License Number			Issued By
DL Issue Date			DL Expiration Date
Physical Address			
Home Phone			*Email address

\*Information should be provided if available

If you have any questions, please call our office. We welcome the opportunity to help you in any way we can.

<p><b>Corporation (Profit/Non Profit)</b>  Corporation must show active status with State of Florida. If out of State Corporation, must register with the State of Florida</p> <p>For DBA, a Fictitious Name Registration</p> <p>If non-profit corporation, proof of tax exempt or non profit status</p> <p>If Brand New Corporation – not yet on active status with State of Florida - Articles of Incorporation, along with a proof of filing (letter to the State of Florida for registration)</p>	<p><b>Sole Proprietor</b> (or 1 person LLC)  Fictitious Name Registration, if applicable  (Required unless owner's full name is used in title)</p> <p>At least <b>one</b> of the following:  City, County, or State Occupational License  State Sales Tax Certificate  Other Government Issued document acknowledging existence</p>
<p><b>Limited Liability Company</b>  LLC must show active status with State of Florida. If out of state, must register with the State of Florida</p> <p>For DBA, a Fictitious Name Registration</p> <p>If a new LLC –not yet active status with State of Florida - Articles of Organization, along with proof of filing (letter to the State of Florida for registration)</p>	<p><b>General Partnership</b>  For DBA, a Fictitious Name Registration</p> <p>If Written Agreement, copy of first &amp; last pages</p> <p>At least <b>one</b> of the following:  City, County, or State Occupational License  State Sales Tax Certificate  Other Government Issued document acknowledging existence</p>
<p><b>Limited Partnership</b>  Partnership must show active status with State of Florida</p> <p>For DBA, a Fictitious Name Registration</p> <p>If a new LP –not yet active status with State of Florida – Partnership Agreement, along with proof of the filing (letter to the State of Florida for registration)</p>	<p><b>Clubs/Organizations</b>  Proof of Existence (at least one of the following or more until existence is satisfied by the bank)</p> <ul style="list-style-type: none"> <li>• Meeting Minutes (Including Signer Names and Authority levels)</li> <li>• Newsletter</li> <li>• Website Printout</li> <li>• Letter from School, National Headquarters, etc.</li> <li>• Letter from IRS awarding TIN Number</li> <li>• Anything that shows substantial proof</li> </ul>

**Note:** The following additional information may be required on any of the above:

- City, county or state occupational license, or
- sales tax certificate or
- other government issued document acknowledging business



AUTHORIZATION TO OBTAIN CHEX SYSTEM REPORT

By signing this document, I authorize Central Bank to obtain information regarding my identity and banking history from Chex Systems.

I understand that this information will be used in conjunction with the request to open or modify a deposit account being submitted by \_\_\_\_\_  
(*name of business or individual*) on which I will be an authorized signer. I further understand if information in the Chex Systems report results in a decision to either disallow my signing authority on the account or disallow opening the account, **Central Bank** will communicate this fact to the business owners and/or authorized signers of the (proposed) account.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)