

Business Account Opening Information

CORPORATIONS

In Person

- An authorizing representative must be present which may include President, Vice President, Secretary, or Treasurer
- All authorized signers must be present at account opening

Personal Identification

- One form of a government issued photo ID is required - CT Driver's License, CT issued photo ID card, or U.S. Passport.
- For individuals without a government issued photo ID or an out of state government issued photo ID, two or more identification documents must be presented. The combination of the documents must bear a photograph and proof of residence.

Employer Identification Number (EIN) is required

Business Documentation

- Certified copy of Connecticut Articles of Incorporation.
 - If corporation was formed out of state, a certified copy of Connecticut Certificate of Authority (Application for Registration).
- Non-profit corporations – IRS letter granting tax exempt status (Determination Letter).
- Trade Name Certificate – required if your business is operating as a DBA (doing business as). Example: Jones Paint Supply Inc. DBA Ace Professional Painting.

The following documentation may also be requested

Supplemental Documentation listing the current officers of the Corporation (one of the following):

- State of Connecticut Amendment documents
- Meeting Minutes

All owners with 25% or more ownership and one individual with significant control

- Legal First Name and Last Name
- Residential Address
- Copy of Government issued identification
- Date of Birth
- Social Security Number

Additional information that will be requested at account opening

- Business address
- Phone number
- Types of transactions and volumes you expect to process
- Purpose of account
- Nature of business
 - Additional information and documentation may be required based on nature of the business.

If you have any questions, please contact us at **203.729.4442**, toll free **877.729.4442** or **online@ionbank.com**.

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