

# Business Account Opening Information

## LIMITED LIABILITY COMPANIES (LLC)

### In Person

- Member Managed LLC – All Members
- Manager Managed LLC- All Managers
- If one of the Managers or Members of the LLC is another business, an authorizing representative of that business must also be present
- 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

- Single Member LLCs may use their Social Security Number (SSN)

### Business Documentation

- Certified copy of Connecticut Articles of Organization.
  - If LLC was formed out of state, a certified copy of Connecticut Certificate of Authority (Application for Registration)
- Copy of signed Operating Agreement (if applicable)
- Trade Name Certificate – required if your business is operating as a DBA (doing business as). Example: Jones Paint Supply LLC DBA Ace Professional Painting

### The following documentation may also be requested

Supplemental Documentation listing the current members of LLC (one of the following):

- State of Connecticut Amendment documents
- Annual Report or Statement of Information
- Meeting Minutes

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

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

### Additional information that will be requested at account opening

- Business address
- Purpose of account
- Phone number
- Nature of business
- Types of transactions and volumes you expect to process
- 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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