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:

<u>Primary</u>	<u>Secondary</u>	
Driver's License	Insurance Card	Utility Bill
State issued ID	Work ID	Student ID
Military ID	Credit Card	Birth Certificate
Passport	Social Security Card	Property Tax Bill
	Medicare Card	Organizational
	Voter Registration	Membership Card
	Card	Piece of Mail
	Firearm License	

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 or partnership agreement <u>and</u> 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) <u>and</u> copy of letter from IRS awarding EIN or tax exempt or nonprofit status <u>or</u> document issued by government office or state and regional office of the same entity recognizing the local organization.