

Documents Required to Open Account for Illinois Business

*Unlike the State of Missouri, Illinois' SOS website does not provide copies of the Articles, Good Standing Certificates, Annual Reports and other organizational documents. There is a \$27 per document charge to order them. Therefore, the business **must provide all of the documentation prior to opening the account.***

| Business Type: | Documentation Required: |
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| Sole Proprietorship | <ul style="list-style-type: none"> • Assumed Name Certificate - May accept a copy of this document. See notes below this chart for additional information • Certification of (EIN) Employer Identification Number from IRS <u>or</u> proof of Social Security Number • Appropriate Identification also required to validate the following: <ul style="list-style-type: none"> • Name of Individual • Date of Birth of Individual • Address of Individual • Social Security Number |
| Two or more individuals in business together | <ul style="list-style-type: none"> • Assumed Name Certificate – May accept a copy of this document. See notes below this chart for additional information • Partnership Agreement is required. It does <u>not</u> need to be filed with the state. • Certification of (EIN) Employer Identification Numbers from IRS • Appropriate identification for <u>all signers on account</u> <ul style="list-style-type: none"> ○ Name ○ Address ○ Social Security Number ○ Date of Birth |
| Corporations | <ul style="list-style-type: none"> • Articles of Incorporation with file number-stamped and dated • Certification of (EIN) Employer Identification Number from IRS • Appropriate identification for <u>all signers on account</u> <ul style="list-style-type: none"> ○ Name ○ Address ○ Social Security Number ○ Date of Birth |
| Limited Liability Company (LLC) | <ul style="list-style-type: none"> • Articles of Organization with file number-stamped and dated • Certification of (EIN) Employer Identification Number from IRS • Appropriate identification required for <u>all signers on account</u> <ul style="list-style-type: none"> ○ Name ○ Date of Birth ○ Address ○ Social Security Number |

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| <p>General Partnership (GP),</p> | <ul style="list-style-type: none"> • Assumed Name Certificate- May accept a copy of this document. See notes below this chart for additional information • Certification of (EIN) Employer Identification Number from IRS • Appropriate identification required for <u>all signers on account</u>: <ul style="list-style-type: none"> ○ Name ○ Date of Birth ○ Address ○ Social Security Number |
| <p>Limited Partnership (LP),</p> <p>Limited Liability Partnerships (LLP) or</p> <p>Limited Liability Limited Partnership (LLLP)</p> | <ul style="list-style-type: none"> • Appropriate Partnership Agreement <ul style="list-style-type: none"> ○ If Limited Partnership (LP) or Limited Liability Partnership (LLP) or Limited Liability Limited Partnership (LLLP) an appropriately file number-stamped and dated Partnership Agreement is required • Certification of (EIN) Employer Identification Number from IRS • Appropriate identification required for <u>all signers on account</u>: <ul style="list-style-type: none"> ○ Name ○ Date of Birth ○ Address ○ Social Security Number |
| <p>Non-profit Organizations</p> | <ul style="list-style-type: none"> • Articles of Incorporation for an incorporated non-profit organization or • Articles of Association for an unincorporated non-profit organization- this is not filed with the state • Certification of (EIN) Employer Identification Number from IRS • Appropriate identification required on <u>all signers on account</u>: <ul style="list-style-type: none"> ○ Name ○ Date of Birth ○ Address ○ Social Security Number |

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Assumed Name Certificate Facts:

In the state of Illinois **sole proprietorship and general partnership** businesses, as well as **businesses where “2 or more individuals are in business together”** must file an “Assumed Name Certificate” with the County Clerk in the county the business resides. According to the County Clerks offices in St. Clair County and Madison County, we can accept a copy of the “Assumed Name Certificate” (that has a File Number stamped in the upper right hand corner of the certificate) to open a business checking account. FYI...In addition to completing the certificate, it is required that a public notice appear in the local newspapers 1 time a week for 3 weeks. The permanent “Assumed Name Certificate” with a seal will be forwarded to the business 4 to 6 weeks later.

Illinois Secretary of State Website - www.cyberdriveillinois.com Go to this website to file organizational documents or order copies of existing organizational documents.

Missing EIN Certificate?

Contact the IRS at 1-800-829-4933. An IRS Representative will validate the EIN number and fax or mail a note to the owner of the EIN number on IRS letterhead confirming the EIN number.