

# Documents Required for Business Account Opening

DOCUMENTS REQUIRED	Campaign Accounts	Sole Proprietorships	Corporations	LLC	General Partnership	Limited Partnership	IOLTAs	Organizations	CLUB Accounts	MSB Accounts	ATM Accounts <small>Courier Contract Required</small>
Tax ID (EIN letter or filed tax return)	EIN	EIN/SSN	EIN	EIN/SSN	EIN/PARTNER SSN	EIN	EIN	EIN	EIN/SSN	EIN	EIN
Articles of Organization (include any Amendments) *filing stamp must be included				✓							
Articles of Incorporation (include any amendments) *filing stamp must be included			✓								
Statement of Origination or Declaration of Candidacy	✓										
ABQ Declaration of Intent	✓										
Office of the City Clerk Contact Sheet (if in ABQ Metro)	✓										
Sole Proprietor Trade Name Certification (US Eagle Document)		✓									
If business entity is out of state, Foreign Registration Required			✓	✓	✓	✓					
By-Laws			✓								
Operating Agreement/Regulations/Company Agreement	✓ <small>Only if outside of ABQ</small>			✓ <small>Only if not a Single Member LLC</small>							
Partnership Agreement (signed by all partners)					✓						
Certificate of Limited Partnership/Certificate of Formation						✓					
Certificate of Account Status						✓					
Limited Partnership Agreement (signed by all partners)						✓					
Meeting Minutes								✓		✓	
State Bar Association Card							✓				
Attorney Notice to Eligible Financial Institutions Document							✓				
FinCEN Registration										✓	
Anti Money Laundering Documents										✓	
Business Purpose and Intent Documentation									✓	✓	
Letter from Primary Club									✓		