

New Business Account Document Requirements

To better assist you and your company, depending on the structure of your business, the following are required to open a business account with OBEE:

Limited Liability Company (LLC)

- WA State Business License
- LLC Operating Agreement and/or Articles of Organization
- Certificate of Formation
- Beneficial Ownership Information
- EIN

Corporation or Non-Profit

- WA State Business License
- Articles of Incorporation
- Certificate of Formation
- Meeting Minutes and/or Letter of Authority (aka Corporate Resolution)
- Bylaws – if applicable
- Beneficial Ownership Information (Excludes Non-Profits)
- EIN

Sole Proprietorship

- WA State Business License
- SSN or EIN

Partnership – General, LTD & LLP

- WA State Business License
- Partnership Agreement
- Certificate of Partnership or Registration with Secretary of State
- Beneficial Ownership Information
- EIN

Organization/Association

- Meeting Minutes or Letter of Authorization
- EIN

PLEASE NOTE:

Current bank statements will be requested for all business types at account opening.

Other documents such as government issued photo ID, business physical address, physical address of all signers and social security numbers of all signers will be requested at the time of account opening.