

## What to bring into our bank when Opening a Business Account

Type of account	Required Documents
<b>Sole proprietorship SSN</b>	Valid ID(s)* Business (DBA) certificate from Town Social Security verification
<b>Sole proprietorship EIN</b>	Valid ID(s)* Business (DBA) certificate from Town Employer Identification Number verification (IRS tax letter)
<b>General Partnership</b>	Valid IDs* for all Signers Partnership Agreement signed by partners/general/managing partners Employer Identification Number verification (IRS tax letter)
<b>Corporation</b>	Valid IDs* for all Signers Copies of Articles of Incorporation as filed with Secretary of State's Office Evidence of corporate existence e.g. EIN verification (IRS tax letter)
<b>Limited Liability Company (single)</b>  <b>Limited Liability Partnership</b>  <b>Limited Partnership</b>	Valid IDs* for all Signers Operation Agreement Certificate of Organization signed by all members/managing members Employer Identification Number verification (IRS tax letter)
<b>Association/Club</b> (charitable/Education/ Religious/Tax-Exempt)	Valid IDs* for all Signers Employer Identification Number verification (IRS tax letter) Organization Charter or By-laws (may be required)
<b>Landlord/Tenant</b>	For Landlord(s): Valid ID(s)* (if Landlord is a business, bring applicable documentation)  For Tenant: signed W8 or W9 form (IRS W8 BEN or W9 form or Mansfield Bank's W9 form)
<b>Formal Trust</b>	Valid ID* for all Trustees Original Trust Agreement (copies will be made) Tax Identification Number (copy of IRS tax letter)

**\* ACCEPTABLE FORMS OF IDENTIFICATION for US Citizens**  
(for Resident Alien ID requirements, please call us).

At least one (1) of the following primary identification documents for identity verification purposes:

- Unexpired government-issued driver's license evidencing residence and containing a photo;
- Unexpired government-issued identification card evidencing residence and containing a photo (state ID card, military ID card);
- Unexpired government-issued passport evidencing nationality and residence and containing a photo.
- Unexpired Public Assistance ID Card

If unable to produce a primary ID, at least two of the following secondary identification documents must then be obtained, except in the case of a minor where only one of the following documents must be obtained:

- Documents, which confirm the information, provided by the customer (such as a utility or property tax bill with current address, school or college ID with photo & signature, senior citizen card, local membership card or other special group identification card that confirms customer information.)
- Birth certificate or other evidence of date of birth;
- Social Security card or other evidence of taxpayer ID number.
- Temporary Driver's License or Learner's Permit
- Marriage License
- Automobile Registration
- Credit Card
- Original Selective Service Card