

Business Account Documentation Requirements

In order to establish your business account at Citizens State Bank, we require information and documentation at the time of account opening.

All business types will need to provide the following information:

- **Valid government issued photo identification and social security numbers** for all individuals that will be authorized to transact business on behalf of the company and/or authorized signers on the account.
- Evidence of your **Employer Identification Number (EIN) or Tax ID Number** that is registered to your entity name. To request an EIN, call 1-800-829-4933 or go to <http://www.irs.gov>. Note: Sole Proprietorships and single member LLCs may choose to use the owner's social security number.
- The **legal documentation** that shows when the company was formed and registered with the Minnesota Secretary of State (Articles of Incorporation, Articles of Organization).
- **Beneficial Ownership and Managerial Control:** We are required to ask you for identifying information (name, address, date of birth, social security number as well as identification documents) for each individual that has beneficial ownership (25% or more) and one individual that has significant managerial control of the Legal Entity. If you are opening an account on behalf of a Legal Entity, you will be required to provide the appropriate documentation and to certify that this information is true and accurate to the best of your knowledge.

Based on the structure of your business, certain legal documentation filed with the Minnesota Secretary of State may also be required at the time your account is opened:

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| <input type="checkbox"/> Sole Proprietorship
Assumed Name Certificate (Doing Business As) | <input type="checkbox"/> General Partnership
A partnership agreement setting forth the name of the partnership and listing the general partners |
| <input type="checkbox"/> Non Profit Organization
A charter or other governing documents listing each member elected officer | <input type="checkbox"/> Limited Partnership
A partnership agreement setting forth the name of the partnership and listing the partners |
| <input type="checkbox"/> Limited Liability Company (LLC)
Articles of Organization listing the names of members & managers and Operating Agreement | <input type="checkbox"/> Limited Liability Partnership (LLP)
A partnership agreement setting forth the names of the partnership and listing the partners |
| <input type="checkbox"/> Corporation
Articles of Incorporation/Bylaws | <input type="checkbox"/> Trust
Certificate of Trust/Trust Agreement |



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