



Ownership Type	Business Documentation	Signer Documentation	Beneficial Owner*	Control Prong**
Sole Proprietorship	<ul style="list-style-type: none"> <li>• Copy of Letter assigning EIN</li> <li>• Business license or fictitious doing business as "DBA" name registration</li> <li>• Registration with the state of Ohio</li> </ul>	<ul style="list-style-type: none"> <li>• SSN for all authorized signers</li> <li>• Two Valid forms of Identification</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> <li>• Percent Owned</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> </ul>
Estate	<ul style="list-style-type: none"> <li>• Certified Copy of the court order naming the personal representative</li> <li>• Copy of Letter Assigning EIN</li> </ul>	<ul style="list-style-type: none"> <li>• SSN for all authorized signers</li> <li>• Two Valid forms of Identification</li> </ul>	Not Applicable	Not Applicable
Corporation	<ul style="list-style-type: none"> <li>• Corporate Resolution, Certified Corp. Charter, or Article of Incorporation</li> <li>• Copy of Letter Assigning EIN</li> <li>• Registration with the state of Ohio</li> </ul>	<ul style="list-style-type: none"> <li>• SSN for all authorized signers</li> <li>• Two Valid forms of Identification</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> <li>• Percent Owned</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> </ul>
Partnership	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> and last page of Partnership agreement, or a Business license or a "DBA" name registration</li> <li>• Copy of Letter Assigning EIN</li> <li>• Registration with the state of Ohio</li> </ul>	<ul style="list-style-type: none"> <li>• SSN for all authorized signers</li> <li>• Two Valid forms of Identification</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> <li>• Percent Owned</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> </ul>
Limited Liability Company	<ul style="list-style-type: none"> <li>• A certificate of good standing from the Secretary of State</li> <li>• LLC Resolution or Articles of Incorporation</li> <li>• Copy of Letter Assigning EIN</li> </ul>	<ul style="list-style-type: none"> <li>• SSN for all authorized signers</li> <li>• Two Valid forms of Identification</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> <li>• Percent Owned</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Social Security #</li> <li>• Driver's License #</li> </ul>



Ownership Type	Business Documentation	Signer Documentation	Beneficial Owner*	Control Prong**
An Unincorporated Association or Organization (Religious, Charitable, Educational, or Tax Exempt)	<ul style="list-style-type: none"> <li>Minutes authorizing account and signatory</li> <li>Copy of Letter Assigning EIN</li> </ul>	<ul style="list-style-type: none"> <li>SSN for all authorized signers</li> <li>Two Valid forms of Identification</li> </ul>	Not Applicable	<ul style="list-style-type: none"> <li>Name</li> <li>Date of Birth</li> <li>Address</li> <li>Social Security #</li> <li>Driver's License #</li> </ul>
Recreation or Club Account	<ul style="list-style-type: none"> <li>Minutes authorizing account and signatory</li> <li>Copy of Letter Assigning EIN</li> </ul>	<ul style="list-style-type: none"> <li>SSN for all authorized signers</li> <li>Two Valid forms of Identification</li> </ul>	Not Applicable	<ul style="list-style-type: none"> <li>Name</li> <li>Date of Birth</li> <li>Address</li> <li>Social Security #</li> <li>Driver's License #</li> </ul>
Valid Trust	<ul style="list-style-type: none"> <li>Formal written certification form executed by the attorney who prepared the trust ( must list corrected name of the trust and trustees)</li> <li>SSN, If not using SSN Copy of Letter Assigning EIN</li> </ul>	<ul style="list-style-type: none"> <li>SSN for all authorized signers</li> <li>Two Valid forms of Identification</li> </ul>	Not Applicable	Not Applicable

\*Beneficial Owner: any individual who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interest of the legal entity

\*\*Control Prong: one individual with significant responsibility for managing the legal entity such as, an executive officer, senior manager, or any individual who regularly performs similar actions.

If you have any questions please call us at our Bethel office 513-734-4445 or our Greenfield office 937-981-3123