



**Thank you for your interest in Ideal's Business Accounts. For your convenience, the following list defines the specific documents that must be presented at the time of account opening.**

**Association, Club, or Non-Profit Organization**

1. Satisfactory Identification (i.e. Driver's License) for all authorized signers
2. Board Meeting Minutes or a **Letter** containing the following information:
  - a. Approval to transact business with Ideal
  - b. A name list designating approved authorized signers on the account
  - c. Signatures of the President and Secretary
3. **Informal Club** - Social Security Number (SSN), no filing required with the Minnesota Secretary of State.
4. **Formal Club** - Employer Identification Number (EIN), along with a copy of the Articles of Organization that was filed with the Minnesota Secretary of State.

**Sole Proprietorship**

1. Satisfactory Identification (i.e. Driver's License) for all authorized signers
2. A copy of the Certificate of Assumed Name that was filed with the Secretary of State Office. If you are using your full given name as part of your business name (i.e. Samuel Johnson Painting), there is no Certificate of Assumed Name required.
3. Social Security Number (SSN) or Employer Identification Number (EIN)

**General Partnership**

1. Satisfactory Identification (i.e. Driver's License) for all authorized signers
2. A copy of the Certificate of Assumed Name that was filed with the Secretary of State Office.
3. Employer Identification Number (EIN)

**Limited Liability Partnership or Limited Partnership**

1. Satisfactory Identification (i.e. Driver's License) for all authorized signers
2. A copy of the signed Partnership Agreement that was filed with the Secretary of State Office
3. Partnership Meeting Minutes or a **Letter** containing the following information:
  - a. Approval to transact business with Ideal
  - b. A name list of all partners and authorized signers, including their respective business position/title and percentage of business ownership
  - c. Signatures from all partners
4. Employer Identification Number (EIN)

**Limited Liability Company (LLC)**

1. Satisfactory Identification (i.e. Driver's License) for all authorized signers
2. A copy of the Articles of Organization that was filed with the Secretary of State Office
3. Social Security Number (SSN) if LLC has no other employees, otherwise an Employer Identification Number (EIN)

**Corporation**

1. Satisfactory Identification (i.e. Driver's License) for all authorized signers
2. A copy of the Articles of Incorporation that was filed with the Secretary of State Office
3. Employer Identification Number (EIN)