



# Checklist for Opening a Business Account

**Refer to these guidelines to make the process of opening your business account as easy as possible.**

**Please keep in mind the following requirements:**

- Your business must be headquartered in one of the 39 eligible counties\* that Suncoast serves. You may need to travel to a Suncoast branch to complete your application in-person and perform ongoing account maintenance as needed.
- Financial institutions are required to identify all individuals who own 25% or more of the equity interest of a business, directly or indirectly. If this applies to your business, please provide a copy of the driver's license of all owners that own 25% or more of the equity, as well as their percentage of ownership. This is required even if the other owners will have no account access.
- All business account users are required to have a minimum credit score of 560.
- Additional documents may be required for business verification that are not listed below.

**Here are some specific requirements and things you will need to provide based on your business type:**

## **SOLE PROPRIETORSHIP WITHOUT A FICTITIOUS NAME**

- ☐ Driver's license for sole owner and additional authorized signers
- ☐ One of the following:
  - Business tax receipt (also known as occupational license)
  - License issued by Florida Department of Health
  - License issued by Florida Department of Business and Regulation
  - License issued by Florida Bar Association
- ☐ Your Employer Identification Number (EIN) If using an EIN the IRS SS-4 Form Letter for EIN will be required OR Social Security Number (SSN)
- ☐ IRS SS-4 Form Letter for EIN

## **SOLE PROPRIETORSHIP WITH A FICTITIOUS NAME**

- ☐ Driver's license for sole owner and any additional authorized signers
- ☐ Active fictitious name filing with Sunbiz that includes your current business mailing address
- ☐ Your Employer Identification Number (EIN) If using an EIN the IRS SS-4 Form Letter for EIN will be required OR Social Security Number (SSN)
- ☐ IRS SS-4 Form Letter for EIN

## **PARTNERSHIP**

- ☐ Driver's license for all partners, authorized signers and beneficial owners
- ☐ Active Sunbiz registration that includes your current business mailing address and physical address
- ☐ Partnership Agreement
- ☐ Your Employer Identification Number (EIN) IRS SS-4 Form Letter for EIN or Social Security Number (SSN)
- ☐ IRS SS-4 Form Letter for EIN

**Here are some specific requirements and things you will need to provide based on your business type:**

#### **LIMITED LIABILITY COMPANY**

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- ☐ When multiple officers are listed on Sunbiz, at least two officers are required to be on the account
- ☐ Driver's license for all officers, authorized signers and beneficial owners
- ☐ Active Sunbiz registration that includes your current business mailing address and physical address
- ☐ Article of Organization and Operating Agreement
- ☐ Your Employer Identification Number (EIN) If using an EIN the IRS SS-4 Form Letter for EIN will be required OR Social Security Number (SSN)
- ☐ IRS SS-4 Form Letter for EIN

#### **CORPORATION**

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- ☐ When multiple officers are listed on Sunbiz, at least two officers are required to be on the account
- ☐ Driver's license for all officers, authorized signers and beneficial owners
- ☐ Active Sunbiz registration that includes your current business mailing address and physical address
- ☐ Articles of Incorporation and Corporation By-Laws
- ☐ Your Employer Identification Number (EIN)
- ☐ IRS SS-4 Form Letter for EIN

#### **SCHOOL BASED ASSOCIATIONS**

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- ☐ At least two appointed officers are required to be on the account.
- ☐ Driver's license for all officers and authorized signers
- ☐ Most recent meeting minutes listing the officers
- ☐ Your Employer Identification Number (EIN)