



What you need to open a business bank account

A Simply Business Checklist

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Heading to the bank to open a small business bank account? Before you go, make sure you have everything you need. That way you can open your account hassle-free.

What you need to bring depends on the type of business you own. Here are the documents most banks require, based on your business type.

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Sole proprietors

CHECKLIST

Your Social Security card or Employer Identification Number (EIN).

You will either need to bring your Social Security card with you, or an [EIN](#).

A registered DBA (doing business as).

If you're a sole proprietor, your DBA may be your full name.

Personal identification.

You can use a copy of a valid passport or a driver's license as personal identification.

A license to do business (if needed).

Some states require you to have a license before doing work.

Credit card revenue (merchant accounts).

The bank will ask for this history or at least an estimate of the volume you expect.



Partnerships

CHECKLIST

Employer Identification Number (EIN).

If you founded your business with a partner, [you should have an EIN.](#)

Personal identification.

You can use a copy of a valid passport or a driver's license as personal identification.

A license to do business (if needed).

Depending on your trade, it may be required to open an account.

A registered DBA (doing business as).

Bring your DBA certificate to the bank.

Partnership agreement.

When you founded your partnership, you and another person signed documents outlining how the business will operate and the key issues it will face; bring this doc to the bank.

Organizing documents.

If you own a partnership, you likely registered a document with the state outlining your business's name, activities, management structure, and more.

Credit card revenue (merchant accounts).

The bank will ask for this history or at least an estimate of the volume you expect.



Limited liability companies (LLCs)

CHECKLIST

Employer Identification Number (EIN).

This unique number identifies your business with the federal government.

Personal identification.

You can use a copy of a valid passport or a driver's license as personal identification.

A license to do business (if needed).

Although licenses aren't mandated everywhere, bring yours to the bank if you have one.

A registered DBA (doing business as).

Bring your DBA certificate to the bank.

LLC operating agreement.

When you created your LLC, you had to sign an operating agreement. This document describes how your business will function, as well as the management team involved.

Articles of organization.

LLCs need to register articles of organization with the state.
This document describes your business's name, activities, structure, and more.

Credit card revenue (merchant accounts).

The bank will ask for this history or at least an estimate of the volume you expect.



Corporations

CHECKLIST

Employer Identification Number (EIN).

This unique number identifies your business with the federal government.

Personal identification.

You can use a copy of a valid passport or a driver's license as personal identification.

A license to do business (if needed).

Although licenses aren't mandated everywhere, bring yours to the bank if you have one.

A registered DBA (doing business as).

Bring your DBA certificate to the bank.

Corporate bylaws.

This document describes your business, its management team, and how it will operate and face key issues.

Articles of incorporation.

Corporations need to register articles of incorporation with the state. This document describes your business's name, activities, structure, and more.

Credit card revenue (merchant accounts).

The bank will ask for this history or at least an estimate of the volume you expect.

About Simply Business

Simply Business is an online business insurance brokerage that specializes in one thing: protecting the business our customers are working hard to build. We make it possible for our customers to choose the [small business insurance policy](#) they need, so they can get back to growing their businesses.