

STARTING YOUR NEW CHASE RELATIONSHIP

BUSINESS CHECKING ACCOUNT OPENING INFORMATION

LIMITED LIABILITY COMPANIES (LLC)

Thank you for choosing Chase for all your business needs. We want your new account opening experience to be smooth and easy. We have provided the following important information to help you get started. We look forward to working with you.

Individuals That Need To Be Present at Account Opening:

Member Managed LLC — All Members

Manager Managed LLC — All Managers

- If one of the Managers or Members of the LLC is another business, an authorizing representative of that business must also be present.
- If you would like to add an authorized signer to your account, they must also be present.

Information Required To Open Account:

Personal Identification — Two forms of ID are required. One form must be a Government Issued ID

- Primary ID Examples:
 - U.S. Citizens: State Issued Driver's License, State Issued ID card, Passport, etc.
 - Non U.S. Citizens: Permanent Residents must provide their Permanent Resident Alien Card (Green Card). Non U.S. Citizens who are not Permanent Resident Alien Cardholders must provide their Passport or Matricula Consular Card.
- Secondary ID Examples: Credit Card/Debit Card with embossed name, Employer ID, Utility Bill, etc.

Tax Identification Number — An Employer Identification Number is required.

- Single Member LLCs may use their SSN or ITIN
- Individual Taxpayer Identification Number (ITIN) may be used for Non U.S. Citizen

Business Documentation — Varies based on the State of Organization.

- Certified Articles of Organization (Certificate of Formation) - filed with state agency
- Website Validation
- Assumed Name Certificate

Note: if your business is organized in another state, but operates in the state where the account is being opened, documentation from both states is required.

- Business Documentation from the state the business is organized in, and
- Foreign Registration or Certification from the state the account is being opened in.

Assumed Name Certificate — May be required if your business is operating with a DBA (doing business as). For example: Jones Paint Supply LLC DBA Jones Professional Painting LLC

- Not required in AK, AL, HI, KS, MD, ME, MS, NM, SC, TN, WI, and WY

Note: Assumed Name Certificates may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, or DBA.

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The Following Documentation May Also Be Required:

Supplemental Documentation listing the current members or managers of the LLC (one of the following):

- Certified amendment to the Articles of Organization or Certificate of Formation
- Operating Agreement
- Letter on Company letterhead
- Meeting Minutes
- Annual Report or Statement of Information

All Owners/Members With 10% Or More Ownership:

Manager Managed LLCs Only

- Legal First Name and Last Name
- Legal Business Name – only used when an owner of the LLC is another entity/trust.
- Residential Address – (Business Address when the owner of the LLC is a business)
- Percentage of Ownership
- Date of Birth
- Tax Identification Number (e.g. SSN, ITIN, FTIN)
- Country of Citizenship

Note: If applying for a Business Credit Card or Safe Deposit Box it is required to collect the above information for those owners with 25% or more ownership.

Additional Information That Will Be Requested At Account Opening:

- The business address
- Phone number
- Number of business locations
- Where products and services are sold
- Locations of Suppliers and Vendors
- The nature of your business
- Annual sales
- Number of employees
- Types of transactions and volumes you expect to process through the new account

Additional Information That Will Be Requested At Account Opening:

The following is needed if you would like to provide limited access to authorized employees (non-signers) to transact on behalf of your business using an employee card. Employee does not need to be present.

- Full name as it appears on the employee's Government issued ID
- Employee's residential address
- Employee's date of birth

Your satisfaction is our number one priority. If you have any questions regarding this information or anything regarding your new account, please contact your local Chase Business Specialist. Thank you again for choosing Chase.

