



# Let's Get Started

Our promise to you is to always offer convenience and flexibility. Because we know as a business owner, time is money. Please use the following checklist to gather the required documents to help make your trip to Meritrust quick and easy. We look forward to partnering with you!

## Document Checklist

The checklist below and on the back will help you gather the documents you'll need to open a business account. Some accounts and situations are more complex, so we may require additional paperwork after learning more about your business.

### Required for all account openings:

- |   |   |
|---|---|
| <input type="checkbox"/> Valid government-issued photo ID | <input type="checkbox"/> Contact information, including email & phone |
| <input type="checkbox"/> Role associated with business    | <input type="checkbox"/> Ownership percentage                         |

*Additional documentation may be requested prior to account opening depending on business structure*

## Questions?

We are here to help. Visit a nearby branch or call 800.342.9278.

Scan to learn more





# Checklist Based On Business Type

## Limited Liability Company (LLC)

- ☐ Business EIN Confirmation Letter from the IRS
- ☐ Articles of Organization filed with the KS Secretary of State
- ☐ LLC Operating Agreement

## Corporation and Non-Profit Corporation

- ☐ Business EIN Confirmation Letter from the IRS
- ☐ Articles of Organization filed with the KS Secretary of State
- ☐ Copy of most recent meeting minutes
- ☐ Corporate Bylaws

## Professional Association

- ☐ Business EIN Confirmation Letter from the IRS
- ☐ Articles of Organization filed with the KS Secretary of State

## Limited Partnership

- ☐ Business EIN Confirmation Letter from the IRS
- ☐ Certificate of Limited Partnership filed with the KS Secretary of State

## Limited Liability Partnership (LLP)

- ☐ Business EIN Confirmation Letter from the IRS
- ☐ KS LLP Statement of Qualification filed with the KS Secretary of State