

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 up your required business documents ahead of time to help make your trip to the branch 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.

Some items we will always need. Those include:

- Valid government-issued photo ID
- Contact information, including email address and phone number
- Role associated with business
- Ownership Percentage

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



Scan to
Learn More.

QUESTIONS?

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



CHECKLIST OF DOCUMENTS BASED ON YOUR 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 Incorporation 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 Incorporation filed with the KS Secretary of State

General Partnership

- Business EIN Confirmation letter from the IRS
- Partnership Agreement

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