



Business Banking Account Opening Checklist

Thank you for your interest in opening a business account with ESL Federal Credit Union. Once your business has qualified for ESL membership and you are ready to open an account, you will be required to fill out additional paperwork for ESL. Here is a list of documents, based on your business type, that will be needed in the account opening process. If you have any questions, visit your local branch, call 585.336.1000 or 800.848.2265 or chat with us on ESL Online Chat at esl.org.

Business Type	Documents Needed	Tax Identification
Corporation or Non-Profit Corporation	<input type="checkbox"/> Two forms of identification from each owner, officer and signer <i>For non-profit corporations filed within a county in New York State:</i> <input type="checkbox"/> Articles of Incorporation stamped by the County Clerk <i>For corporations filed outside of New York State:</i> <input type="checkbox"/> Filed Articles of Incorporation	<input type="checkbox"/> Proof of Employer Identification Number (EIN) from the IRS*
FUND Association (or unorganized entity)	<input type="checkbox"/> Two forms of identification from each owner, officer and signer	<input type="checkbox"/> Proof of Employer Identification Number (EIN) from the IRS*
Limited Liability Company (LLC)	<input type="checkbox"/> Two forms of identification from each owner, officer and signer <i>For out of state filings only:</i> <input type="checkbox"/> Filed Articles of Organization (State Filing Receipt must be included)	<input type="checkbox"/> Proof of Employer Identification Number (EIN) from the IRS*
Partnership (General)	<input type="checkbox"/> Two forms of identification from each owner, officer and signer <input type="checkbox"/> Filed Affidavit of Partnership (Affidavit needs to show the County Clerk Stamp or Seal)	<input type="checkbox"/> Proof of Employer Identification Number (EIN) from the IRS*
Partnership (Limited)	<input type="checkbox"/> Two forms of identification from each owner, officer and signer <i>For out of state filings only:</i> <input type="checkbox"/> Filed Affidavit of Limited Partnership (State Filing Receipt must be included)	<input type="checkbox"/> Proof of Employer Identification Number (EIN) from the IRS*
Sole Proprietorship	<input type="checkbox"/> Two forms of identification from the owner and any additional signer(s) <input type="checkbox"/> Filed Affidavit of Sole Proprietor or Doing Business Under an Assumed Name (DBA) (Affidavit of Sole Proprietor or DBA needs to show the County Clerk Stamp or Seal.) Note: Only paperwork for a New York State Sole Proprietor will be accepted.	<input type="checkbox"/> Social Security Number of Owner or proof of Employer Identification Number (EIN) from the IRS*

*Acceptable proof of EIN would include one of the following:

- A copy of your EIN Letter from the IRS (State Sales Tax Form is not acceptable)
- A tax return prepared by an accountant showing the EIN
- A W-9 completed and signed by an owner/officer of the company